**Well-City Salisbury Project Coordinator**

Well-City Salisbury is a project about wellbeing, creativity and connection. Connecting people to the arts, heritage, locality, landscape and to each other.

Bringing together the combined experience and unique skills from four partner organisations across Salisbury (ArtCare, The Salisbury Museum, Wessex Archaeology and Wiltshire Creative) to support people with a mental health need through creative courses, volunteering opportunities and training.  Well-City Salisbury works alongside local organisations and health services working with people with mental health needs to support them on their wellbeing journey.

In Year One (Sept 2021-Aug 2022) each partner organisation has run two 8-week creative courses for up to 12 participants which play to the strengths of the organisation. For example, Wessex Archaeology ran courses on creative landscape walks, whereas Wiltshire Creative ran performing arts courses for young people.

In Years Two and Three volunteer mentor and peer to peer courses will be introduced so that there are progression pathways for people who wish to stay connected to the project, and continue their wellbeing journey with us. These courses present participants with opportunities to develop further skills, gain confidence and potentially become volunteers.

Each year will end with an exhibition and a celebration and at the end of Year Three we will create opportunities to share our learning and experiences with a wider audience through symposiums, conferences, articles and resource packs. Our courses will run across an academic year from September – August.

As the Well-City Project Coordinator you will be involved in the delivery of much of the above, supported by staff from each organisation. You will be directly managed by Wessex Archaeology who are the lead organisation.

**Role & Responsibilities:**

**Well-City People:**

People are at the heart of Well-City Salisbury and their wellbeing is of paramount importance, that’s everyone involved; from staff, volunteers, artists, referrers and of course our participants. The project coordinator is integral to the success of putting people at the heart of the work.

**Participants:**

* Facilitating participant sign-up for each course, including one-to-one support during the application process and throughout the participant wellbeing journey if needed.
* Recruiting participants (mentees) for the Mentored Volunteering Programme.
* Signposting participants onto other opportunities and support services within the city
* Maintaining up-to-date records of participants’ Permissions related to communications and media.
* Leading on delivering in-session participant evaluation.

**Partners:**

* Excellent communication is key to this role as you will be required to establish and maintain links and good working relationships with key partners such social prescribers, GP practices and 3rd sector organisations.
* Chairing and minuting of monthly partnership meetings.
* You will oversee running of both the Participant Steering Group and the Professional Advisory Panel, including minuting meetings.
* In addition, you will work with and support the project leaders from each of the four organisations to do tasks such as maintaining risk assessments and safeguarding requirements for each course. And ensuring that each course has thorough evaluation and maintaining a set of records and reports (working alongside the Project Evaluator).
* Organise and participate in bi-monthly supervision sessions for the partnership team.

**Artists & Creatives:**

* You will source and recruit artists and facilitators (alongside the project leaders from the four organisations) and maintain a data base of local artists.

**Project Delivery:**

* In Year 1 of the project each partner organisation will deliver two creative courses. In years Two and Three we add into the mix volunteer and peer to peer support courses in order that our participants have a pathway through the project and the opportunity to learn more and stay connected to the work.

**The Courses:**

* You will set up the timetables for the creative courses across the four organisations and manage the waiting list and enrolment of participants on to each course, working in collaboration with the referring partners.

**Training & Support:**

* Ensure training needs are met for staff, volunteers and artists / facilitators and book training courses in yearly. Including organising in-house training events such as sessions for course artists to share learning.

**Exhibitions & Celebrations:**

* You will be responsible for programming the annual exhibition, alongside the project leaders from the four organisations.
* You will project manage the annual celebration event (alongside the project leaders from the four organisations).
* Project manage the Year 3 symposium (alongside the project leaders from the four organisations).

**What else?**

* + Assist in the creation of the Downloadable Learning Resource (alongside the project leaders from the four organisations).
* Maintaining the project budgets
* Marketing & advertising for each course
* Managing the social media accounts and help to market the courses
* Co-lead on reporting to project funders

**How will you benefit?**

As our project coordinator we want you to thrive in this role, to bring to it all of the skills you currently have and for you to have the opportunity to develop more skills. Each year, you hours will increase slightly in line with the growth of the project

* 22 days of annual leave per year, plus bank holidays, rising to 27 after five years
* A generous pension contribution of 5% paid by Wessex Archaeology
* Life assurance scheme of three times your basic salary
* Generous maternity and paternity options
* Paid sick leave from start of contract
* Bike2Work scheme
* Professional membership costs reimbursed
* Company Employee Assistance Programme (EAP)

Applicants are invited to submit a completed application form (which can be downloaded from the Vacancies page on our website (www.wessexarch.co.uk/vacancies), along with an up-to-date CV and a covering letter by e-mail to wa.applications@wessexarch.co.uk **by close of business on Friday 1 July 2022** With a view to filling the role from early August. Receipt of all applications will be acknowledged.

For an informal chat about the post, please telephone Leigh Chalmers – Heritage Inclusion Development Specialist on 07874 886903

Whilst Wessex Archaeology welcomes applications from all sections of the community and is committed to promoting equality of opportunity, it is essential that all applicants provide proof of identity and eligibility to work in the UK prior to commencement of employment.