**Well-City Salisbury Project Coordinator Job Role**

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 will support local organisations and health services working with people with mental health needs on their wellbeing journey.

In Year One each organisation with run two 8-week creative courses for up to 12 participants, which play to the strengths of the organisation. For example, Wessex Archaeology might run a course on creative landscape walks, whereas Wiltshire Creative might run a music course.

In Years Two and Three volunteer mentor and peer to peer courses are introduced so that there is a progression 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 event 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 organisation of 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 for the project.

**Role & Responsibilities:**

**Well-City People:**

People are at the heart of Well-City Salisbury and their wellbeing is of paramount importance; 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:**

* You will be the first point of contact for the participants and will need to understand their needs and interest in order to enroll them onto the right course.
* You will ensure that Participant Enrollment, Agreement, Permission and Emergency Contact forms are in place.
* You will signpost participants onto other opportunities within the city
* You may also be required to support participants with the application process and during their wellbeing journey.
* In Years Two and Three you will recruit participants (mentees) for the Mentored Volunteering Programme.
* Over the duration of the courses, you will track participants on their wellbeing journey and work in support of them.

**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 as social prescribers, GP practices and 3rd sector organisations.
* You will oversee both the setting up and running of the Participation Steering Group and the Advisory Panel of Professionals groups, 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.
* You will ensure that each course has thorough evaluation and maintaining a set of records and reports (working alongside the Project Evaluator).

**Artists & Creatives:**

* You will support the recruitment of artists and facilitators (alongside the project leaders from the four organisations) and maintain a data base of local artists. (in compliance with current GDPR guidelines).
* You will work in partnership with the artist and creatives, seeking regular feedback, identifying training needs and opportunities to utilize their skills.
* Ensure that the right artist is working on the right course so that they are also gaining and learning as a result of being involved in Well-City.

**Project Delivery:**

In year one of the project each organisation will deliver two creative courses each.

In years Two and Three we add into the mix volunteer and peer to peer support course in order that our participants have a pathway through the project and the opportunity to learn more and stay connected to the work.

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

**Training & Support:**

* You will ensure that training needs are met for staff, volunteers and artists / facilitators and book training courses in yearly.

**Exhibitions & Celebrations:**

* You will be responsible for programming the annual touring 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).
* You will project manage the 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).
  + Working with the lead organisation to maintain the project budgets
* Marketing & advertising for each course. You will be working alongside the advertising and marketing teams of the partners and the NLCF to maintain continuity of message
* Managing the social media accounts and marketing the courses. Keeping the momentum of interest running over 3 years
* Develop a Referers agreement which considers both the role of the referer, the partners and the participants.

**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, your hours will increase slightly in line with the growth of the project.

* Metal Health First Aid Training, wellbeing support and supervision if required
* Involvement at every stage of the project to allow for greater personal confidence & knowledge
* Opportunity to be involved in an innovative project from the outset
* You will have made a difference to your community
* Salary is £12 an hour
* Hours
  + Year 1 the role will be 22.2 hours pw
  + Year 2 the role will be 26.9 hours pw
  + Year 3 the role will be 29.6 hours pw
* Wessex Archaeology understands that many applicants understand that many of our employees will benefit from a greater degree of flexibility which allows them to plan their working commitments around their personal life. Expected weekly hours are set out above the project can be flexible around when they are completed so will welcome applicants who need to work in nonstandard working patterns.
* Location – Salisbury based home-working.