

WISTON LODGE

Vision:

A world where people have the opportunities and support they need to grow positive, sustainable futures.

Purpose:

To provide a unique rural setting where people can feel safe and be supported to develop the skills they need to fulfil their potential, free from the distractions of everyday life.

Mission:

Our mission is to -

- Deliver tailored learning programmes to children and young people, vulnerable adults, and to the staff of the organisations that support them.
- Work with our surrounding community to support, sustain and build a brighter future for our local area.
- Offer our hospitality, recreational facilities and training to groups who support our charitable purpose.

The core programmes we run to support our mission are-

- Adventure Activities
- Nature Connections (Bushcraft, Conservation, Environmental Projects, Gardening)
- Creative Arts

Beliefs:

We believe –

- All people regardless of their needs or circumstances can extend their boundaries and build their potential through our Personal, Social and Emotional Development programmes.
- In supporting the development, and building the prosperity, of our surrounding local communities through our work.
- That building lasting partnerships with other agencies is the most effective way to deliver our programmes.
- That offering opportunities for continuing personal and professional development to our staff and volunteers is the key to delivering our mission.
- In an ethical approach towards resourcing food, materials and energy.

Values:

We value-

- Welcoming a wide diversity of groups from all backgrounds into our unique community and learning from each other.
- Our environment and are committed to conserving and sustaining it in all our actions.

We are seeking an experienced & committed **Project Coordinator** to join the core team at our person-focused development centre. The role encompasses 3 distinct strands: **Outreach Community Engagement, Programme Delivery and Project Development.**

Terms & Conditions:

Job Title:	Project Coordinator - Path of the Little People
Hours:	21 hrs per week. Options for flexible, family-friendly working as required. The post will require some evening and weekend work. Time off in lieu if additional hours worked.
Salary:	£25,000 per annum, pro rata (35hrs week) = £15,000
Employee Benefits:	25 Holidays + 10 Public Holidays (Pro Rata) annually: 15 + 6 Increase to 27 days after completion of 5 years' service (PR) Travel Expenses reimbursed.
Duration of post:	12 Month, Fixed Term Contract, with potential to extend.
Probation:	Employment is conditional on the completion of a satisfactory 3-month probationary period
References:	Any offer of employment will be subject to Wiston Lodge receiving satisfactory references from previous employers or other suitable referees.
P.V.G.:	This job is subject to satisfactory completion of enhanced Disclosure (P.V.G.) check.
Contract:	Issued once employment commenced.
Location of Job:	Wiston Lodge, Millrigg Road, Wiston, Biggar, ML12 6HT. Outreach within Rural Southern Scotland & Central Belt.
Post holder reports to:	Managing Director
Reporting to Post holder:	N/A

JOB DESCRIPTION: Purpose of the Job:

'[Path of the Little People](#)' is an expansive interpretative trail that combines themes of nature, history, music and renewable energy which are underpinned by stories of the 'Little People'. The trail activities help children (aged 6 – 12 years), especially those with Additional Support Needs, have fun while overcoming challenges with social communication and cognitive learning. Young People (aged 12 – 24 years) can also engage in the project, building path structures which help them develop valuable life & employability skills, whilst also leaving their own legacy for future groups.

The Project Coordinator will engage children and young people (aged 6 – 24 years) with Additional Support Needs and/or Young People from areas of deprivation in the project. S/he will develop a programme of activities based around the project structures and themes, including history, science, nature and music (linked to Curriculum for Excellence).

To engage children and young people (6 - 24 years) with additional support needs and/or young people from areas of deprivation, in the project. Develop programme of activities based around project structures and themes including history, science & nature and music (Curriculum for Excellence). Lead targeted outreach to schools, youth groups, ASN charities and council organisations. Interact with both teachers/leaders and children to sell this purpose build resource.

Main Duties:

- **Community Engagement**
 - Conduct outreach to target groups and schools regarding the services provided by the interpretative trail.
 - Initial engagement will be with individuals at their own base prior to their visit to Wiston Lodge. Use 'inspiration kits' to show-case the project themes; to spark imagination.
 - Build relationships with schools and groups so they are familiar with key staff and the types of activities they are likely to undertake on the path.
 - Return to schools and bases post - project involvement to assess the impact of activities and to see the learning process extended through the use of 'tool kits' for teachers.
- **Programme Delivery**
 - Follow and develop educational activity plans for each of the project themes: History, Music, Nature/Environmental and Renewable Energy.
 - To deliver instructional programmes to ASN groups 6 – 24 years with capacity to offer complimentary project time if required.
 - Tailor-make activities to fit the needs of groups whilst tying in the Curriculum for Excellence.
 - Continually develop and review programmes with instructors, children and teachers.
- **Project Development**
 - To encompass as many of the children's project ideas and designs in the build as practicable.
 - Coordinate prompt delivery of resources and materials from suppliers.
 - Site additional structures to complement the original project plans.

Other duties: Quarterly Weekend Duty Management Cover (Time off in lieu)

General:

- We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

PERSON SPECIFICATION:

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	
A background in informal, community, outdoor or mainstream education	Programme Design & Delivery
Facilitating safe, fun outdoor learning sessions	Experience of risk assessment policy & processes for outdoor activities.
Working with vulnerable groups, ideally those with ASN and/or youth at risk	
QUALIFICATIONS AND TRAINING	
Current First Aid Certificate (Outdoors First Aid preferred)	Autism Awareness Training
Driving Licence	Makaton
Evidence of Continuing Professional Development (CPD)	Forest Schools / Bushcraft Qualification
	NGB Qualifications
	Professional Education Qualification: Outdoor, CLD, Teaching etc.
KNOWLEDGE	
Additional Support Needs: How they present & Support required	Music, History, Science, Nature Themes – some or all
Vulnerable Young Adults: How they present & Support required	Understanding of monitoring and evaluation techniques.
Knowledge of child protection procedures	Child Protection Certificated Course
Awareness of the Curriculum for Excellence	Awareness of Scottish Government policy in Getting It Right for Every Child (GIRFEC)
JOB RELATED SKILLS AND ABILITIES	
Excellent Interpersonal & Communication skills	An understanding of Confidentiality requirements
Ability to develop effective working relationships with colleagues, clients and partner agencies	Report Writing
Flexible, Positive & Dynamic Approach	Good I.T. & organisational skills, including the ability to prioritise and to meet deadlines.
OTHER REQUIREMENTS (Essential)	
A strong commitment to the Vision, purpose, mission, values and beliefs of Wiston Lodge	
A passion for the role with a creative and inclusive approach	
An understanding of and commitment to equal opportunities	
A willingness to undertake further relevant training as required.	
Access to own transport and willingness to travel to other areas as required by the post.	

To apply:

Contact the office on info@wistonlodge.co.uk or call 01899 850228

Download an application form from our Website: www.wistonlodge.co.uk