



POSITION DESCRIPTION

Job title:	Project Worker – People & Communities Team
Hours of work:	28 – flexible, evenings & weekend work will be required
Salary:	£24,090 pro rata
Contract type:	Permanent
Reporting to:	Senior Team Leader – People & Communities

Who we are

We are Healthy n Happy Community Development Trust (HnH), an award-winning charity & community owned organisation governed by local people, where all of our work is directed by local priorities. All of what we offer supports & enables local people to make positive changes in their lives & their local communities. From building confidence & self-esteem, to boosting skills & relationships, to getting more involved in their local neighbourhood & becoming more responsible for their own health & wellbeing. Our key purpose is to tackle disadvantage & improve lives and communities so they are thriving, resilient & healthy. We are guided by three guiding principles & frameworks. These are Community Development, the Social Model of Health & the Five Ways to Wellbeing.

What we do

We aim to work with local residents, groups & organisations to make Cambuslang & Rutherglen the healthiest & happiest places to live in Scotland. Since 2015, we have helped local residents, groups & organisations lever over **£2million** direct investment to their local community. Our work is recognised locally, regionally, nationally & internationally.

The role

The key purpose of the Project Worker is to work with people to ensure they have a voice and are able to affect positive change in the places where they live, work and play. Undertake grassroots engagement and capacity building – facilitating a ‘transfer’ of power and resource to people in local communities. As Project Worker you will;

- Engage with people so they are aware of and are able to participate in a range of appropriate activities in their local community and across HnH as an organisation.
- Work with people to identify issues and/or objectives important to them and their community, working with their strengths and assets in order to facilitate their involvement in a range of activities and initiatives that will achieve their goals and their wishes for their community.
- Support people so they can develop and actively participate as community innovators and leaders.
- Actively listen to people and link people together around common community interests and goals.
- Facilitate and lead on consultation and engagement focus groups, sessions, workshops and community events, including being able to design and deliver in order to achieve intended outcome/s.
- Support grassroots project planning and implementation, supporting people and groups to work with their assets and strengths in order to plan and implement their wishes for their local community.
- Self-manage an active portfolio of work and be able to identify and flag any issues of concern, knowing when to seek guidance and support when necessary.

- Liaise and work with a range of external providers, identifying and implementing a range of partnership/co delivery opportunities within the local community.
- Keep up to date with current community development theory and practice and to apply this thinking to the portfolio of work.
- Work closely with the HnH People & Communities Team to ensure additional support needs are identified and actioned where appropriate.
- Keep all case management/database systems up to date at all times and complete all monitoring and evaluation statistics & case studies as required.
- Liaise closely with other statutory, voluntary and community organisations locally and throughout South Lanarkshire, and maintain strong working partnerships, ensuring positive promotion of the programme and Healthy n Happy. Be able to liaise accordingly in a professional manner.
- Support and contribute to organisational information and promotion systems (e.g. CRM/database, website, local papers) ensuring that they are up to date and that the team promote all relevant information.
- Adhere to HnH standards, policies and procedures and team plan at all times.
- To contribute as an active member of the team and be accountable to the Board of Directors and to local people.
- Undertake any other duties and responsibilities mutually agreed which are within the scope of the post.

To Apply:

Please email a cover letter and CV to angela@healthynhappy.org.uk by close of play Wednesday 10 September 2025.

Person Specification – Project Worker, People & Communities

Successful candidates will be required to have/apply for PVG membership

(E = Essential

D = Desirable)

QUALIFICATIONS

- E Relevant experience
- D Relevant qualification

SKILLS

- E Good written and verbal communication skills
- E Good interpersonal skills
- E Planning, co-ordination and organisational skills
- E Good ICT skills
- E Delivery, training and presentation skills
- D Facilitation skills

EXPERIENCE OF WORK

- E Working with volunteers and with communities
- E Delivering workshops and/or training in an informal and/or educational context
- E Setting up and using monitoring systems
- E Working with a range of groups of all ages
- E Working with people with varied levels of ability
- E Enabling community participation and engagement
- E Collaborative working with local agencies, community groups and project participants
- D Experience of working in areas covering personal wellbeing and fitness
- D Experience or interest in gardening
- D Creating promotional materials and organising public events

KNOWLEDGE AND UNDERSTANDING OF

- E Principles and methods of engaging local people and groups in community activities
- E Group facilitation, both with adults and young people
- E Communities in Cambuslang, Rutherglen
- D Social model of health and community-led approaches

PERSONAL ATTRIBUTES

- E Ability to work on own initiative and as part of a team
- E Flexible with a can-do attitude
- E Confident communicator in one to one and group settings
- E Proactive, self-motivating and good initiative
- E Enthusiasm
- E Non-judgemental approach
- E Sense of humour
- E Commitment to being environmentally friendly