



**the bridge**  
CONNECTING HOME WITH HOPE



**COMMUNITY  
FUND**



**Job Title:** Stepping Stones To Wellbeing Administrator

**Hours:** 10hrs per week for 3 years fixed term

**Closing date:** 24th September at 5pm

**Location:** 20 Shairps Business Park, EH54 5FD or remote working

**Responsible to:** Stepping Stones to Wellbeing Coordinator

**Starting Salary:** £21,024k (£5,682 for 10hrs)

### **Main purpose of role**

To focus on the administrative duties that form our Stepping Stones to Wellbeing Service.

### **Background**

The Bridge Community Project has recently secured a National Lottery award from The National Lottery Community Fund, which will see us roll out our Stepping Stones to Wellbeing Service for the next 3 years.

Over the past year we have run a pilot project which has seen us develop 3 key areas of group courses.

- 1) Looking After Your Mental Wellbeing
- 2) Sharing Skills for Life
- 3) Bereavement Support, in partnership with Livingston United Parish church and Co-op Funeral care

As we move into this exciting next chapter for the service we are looking to build a team to deliver 16 courses per year.

The successful candidate will be expected to carry out the following:

### **Main responsibilities**

- To be the first point of contact for clients when they access the SSTW service
- To oversee all SSTW admin processes
- To handle public and client communications
- To oversee booking systems for all SSTW groups
- To complete admin tasks associated with the Bridge's volunteer process
- To oversee all SSTW admin systems
- To keep the SSTW part of the Website up to date
- To attend team meetings as and when is necessary

### **General**

- Work within the ethos and culture of the Bridge Community Project
- Work within the boundaries of confidentiality as stipulated within the Bridge Community Project policy.
- Required to observe all Health & Safety regulations and report all safety/hazards to Bridge Community Projects management group
- To attend regular meetings appropriate to the role

## Job Specification

### Essential

- Excellent time management and organisational skills and be able to prioritise work flow
- Excellent interpersonal and communications skills, with the ability to relate to and work in a non-judgemental confident and sensitive manner with clients and volunteers
- Excellent Google Workspace skills and experience of using data management systems

### Desirable

- Competent IT skills
- Ability to be self-motivated and to work to a high standard
- Ability to demonstrate a sincere commitment to the vision and values of the Bridge Community Project

### How to apply

To apply please supply an up to date CV and also a covering letter explaining why you think you have the experience and skills to fulfil the role as outlined within the job description.

Please return completed applications to [alan@bridgecommunityproject.org.uk](mailto:alan@bridgecommunityproject.org.uk) before the closing date. Appointment will be subject to satisfactory references.

Please contact Alan Davidson, Project Director, for more details on 01506 238980.

Bridge Community Project is a SCIO, SCO45049:: [www.bridgecommunityproject.org.uk](http://www.bridgecommunityproject.org.uk)::

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