



Black Isle Cares

Black Isle Cares was established in 2015 to support the development of services to meet the needs of vulnerable members of our community. We currently provide a Meals on Wheels service, a Befriending Service in partnership with Highland Hospice, a sharing shed, a community garden, and various intergenerational activities.

Black Isle Cares welcomes applications for the positions of Projects Co-ordinator (Maternity Cover) and Intergenerational Worker. These posts can be applied for separately or as one full time post. If applying for both posts you can complete all information on one application form. There is also the possibility to apply for the Intergenerational Worker post on a self-employed basis. For an informal conversation about either please contact Anne McDonald, Black Isle Cares chairperson: anne-hscn@outlook.com or 07933 653313

Projects Co-ordinator (Maternity cover)

Part time, 18hrs a week over 3 days

Salary: £19,100 pro rata

Location: Black Isle Cares office, Fortrose. Some flexibility for home working. Travel around Black Isle may be required. A mileage allowance is available.

Advertised from 26th April 2022. Closing 16th May 2022

The Project Co-ordinator is responsible for the day-to-day operations of our current projects, ensuring these operate effectively and in accordance with funders requirements, and the maintenance of a committed and active team of volunteers. Tasks include compiling weekly rotas for Meals on Wheels volunteers, responding to volunteer and client enquires, preparing a bi monthly newsletter, registering clients for the befriending service and matching them with volunteers, processing project expenses and upkeep of the office...

Excellent interpersonal, communication and IT skills are essential. A full driving licence and access to a car would be an advantage. The successful candidate will work mainly from the BIC office, with the hours being spread across a minimum of 3 days per week. These days are currently Monday, Wednesday and Friday to fit with Meals on Wheels deliveries.

Intergenerational worker

Part time, 14hrs a week, 12 months temporary contract (potential continuation dependant on confirmation of funding).

Salary: £19,100 pro rata. There is also the possibility of carry out this work on a self-employed basis.

Location: Black Isle Cares office, Fortrose. Some flexibility for home working. Travel around Black Isle will be required

Advertised from 26th April 2022. Closing 16th May 2022

BIC has worked in partnership with Fortrose Academy and the Black Isle Youth Development workers to carry out intergenerational activities such as weekly board game afternoons, lunches, meals on wheels deliveries and a choir who performed at the Christmas concert in 2019. We would like to develop the intergenerational aspects of our current services, in particular Meals on Wheels and Befriending, linking older people with young people of all ages across the Black Isle.

We are also excited to have several partnership projects involving older and younger people that the post holder would be instrumental in:

- Meals on Wheels service in partnership with Calman
- Storytelling project in partnership with Avoch Primary School
- Linking residents at Eilean Dubh care home with young people using Tablets donated by Age Scotland

The successful candidate will be enthusiastic at forming positive relationships with older and younger people and enjoy working collaboratively with partners. They will have excellent interpersonal and communication skills, both written and verbal, including the use of social media. The post will work mainly from the BIC office. A full driving licence and access to a car would be an advantage.

Application notes

To apply go to: www.blackislecares.com or email: admin@blackislecares.com

Send completed application forms to: admin@blackislecares.com

Closing date for applications is 16th May 2022.

Interviews will be held in person, in the Black Isle Cares office at Fortrose Leisure Centre, on Tuesday 24th May 2022.

Black Isle Cares, Black Isle Leisure Centre, Deans Road, Fortrose, IV10 8TJ
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