



Ewen's Room Sessional Worker Role Description

Education Officer

Background Information

Ewen's Room (ER) is a small grassroots mental health charity which provides a range of services in the Lochaber Area, aimed at helping people of all ages, who are experiencing emotional wellbeing difficulties and poor mental health. We also tackle the stigma still evident around such problems and we have a strong focus on early intervention.

ER is currently building on the success of its ongoing Education, Counselling, and Community programmes, and developing a funded strategic business plan going forward. Our current initiatives, financed by donations and grants, are delivered by our Education Officers, Counsellors and Therapists to community groups, businesses, schools, and nurseries across the Lochaber area.

As an Education Officer, you will play a vital role in delivering, developing and evaluating Ewen's Room educational programmes that increase awareness and understanding of mental health, as well as providing hands on tools to support mental health and wellbeing. You will work closely with nurseries, schools, community groups, and workplaces to equip individuals with the knowledge and skills needed to promote mental well-being and support others effectively. You will be based on the Ardnamurchan peninsula or in or around Fort William and able to travel to Ewen's Room locations in Acharacle and Fort William – with additional locations to be agreed if required.

Our Education Officers run our key programmes Wellbeing Heroes, Wellbeing Champions and Community Wellbeing Champions. These programmes are hands on and have been developed by teachers, play therapist and youth workers to provide evidence-based tools and techniques. Our Education Officers also run our Open Doors sessions, that provide safe spaces for adults and young people to access community support.

In Acharacle, our afterschool club FriendsDay Wednesday plays a key role in our early intervention provision, and helps to build on the work we do as a charity through our Wellbeing Heroes and Wellbeing Champions programmes. We regularly enjoy the company of 20+ children who use the local bus to be transported from school to the Community Centre. When in our care, the children can participate in structured wellbeing activities, enjoy some quiet time and chat amongst their friends. We provide a healthy snack, before they are either collected by parents or carers, or they make their own way home at 5.30pm.

Roles and Responsibilities



Programmes:

- To run established programmes designed by Ewen's Room in nurseries, primary schools, secondary schools and the community (Wellbeing Heroes and Wellbeing Champions).
- To build and maintain working relationships with schools and nurseries in local area, alongside other Ewen's Room Education Officers.
- To work alongside our Education Officers and therapists and contribute to the development of our current education resources and programmes.
- Contribute to the development of new initiatives, resources, and strategies to enhance mental health education.
- To work with young people who are trained as Wellbeing Champions to develop support structures in school for their peers, for example a weekly drop-in lunch time session.
- Contribute to the evaluation of our educational services and gather data and feedback from participants to help improvement and ensure our services are meeting the needs of participants and ensuring our services are effective.

Open Doors and Workshops for Wellbeing:

- Set up the room or outdoor location in advance of Open Doors sessions.
- Form and maintain appropriate professional boundaries with people who use our services, volunteers and staff at libraries, community centres and other locations where working.
- Maintain adequate stock levels of snacks, and resources used for activities, highlighting any shortages or suggesting new ideas for activities.
- Prepare light refreshments following food hygiene regulations and any known allergens.
- Design and manage a rota of volunteers to support the running of Open Doors.
- Ensure all policies are adhered to, including health and safety, safeguarding and first aid. Including completing risk assessments for specific risks for your group.
- Form and maintain working relationships with support workers, social workers and other people supporting those attending Open Doors.
- Ensure the Centre rooms are left in an appropriate condition after the end of the sessions.
- Complete appropriate training including Scottish Mental Health First Aid.
- Collect feedback from participants to assess the impact of our services.



FriendsDay Wednesday:

- To create and maintain a safe, creative and stimulating environment.
- To design and deliver activities appropriate for the age of the children.
- Set up the room in advance of welcoming the children.
- Form and maintain appropriate professional boundaries with the children, parents, volunteers and staff at the Community Centre.
- Co-ordinate and liaise with the school, bus company and Community Centre to ensure procedures are maintained and adhered to.
- Prepare appropriate light snacks following food hygiene regulations and any known allergens.
- Ensure all policies are adhered to, including health and safety, safeguarding, risk assessments and first aid.
- Liaise with the school and/or parents should there be a medical emergency or any incident of concern.
- Design and manage a rota of volunteers to ensure the correct ratio of children to staff is adhered to.
- Contribute to training resources for volunteers.
- Maintain adequate stock levels of snacks, and resources used for activities, highlighting any shortages and offering suitable alternatives.
- Suggesting new ideas for activities.
- Ensure the Centre rooms are left in an appropriate condition after the end of the sessions.
- Undertake any other duties as required.

Other duties:

- Attend and participate in weekly Ewen's Room team meetings (online).
- Participate in community events, campaigns, and awareness-raising activities to extend the charity's reach.
- Act as a mental health ambassador, advocating for early intervention and the importance of mental well-being education.
- Undertake any other duties as required.



Required Skills, Qualifications and Experience



Essential Criteria

- Eligible for PVG certificate, valid for work with ER.
- Show compassion and empathy to the needs of children, young people and adults at risk.
- Experience working within schools or community organisations.
- An understanding of emotional wellbeing and mental health issues or be willing to attend training courses.
- Ability to communicate effectively at all levels.
- Excellent communication, presentation, and interpersonal skills.
- Passionate about promoting mental health and well-being.
- Organised, proactive, and capable of managing multiple projects simultaneously.
- Ability to travel to different locations as required and adapt to various audience needs.
- Familiarity with safeguarding procedures and policies.
- Ability to work remotely and with a geographically dispersed team.
- Ability to remain calm in emergency situations.

Desirable Criteria

- Degree or equivalent experience in education, mental health, psychology, youth work or a related field.
- Proven experience in delivering workshops, training, or educational programmes.
- Strong understanding of mental health issues, including common challenges faced by young people and strategies for support.
- Certification in Scottish Mental Health First Aid or similar programmes.
- First aid trained or be willing to obtain a qualification.
- Experience in organising rotas and manage volunteers.
- Experience of working with a range of mental health and educational professionals



Terms and Conditions

- A minimum of 10 hours per week. Additional hours may be available.
- £20.00 per hour, paid after timesheet has been approved and upon receipt of an invoice.
- Any mandatory training identified will be paid for by ER.
- Subject to a clear PVG check and two satisfactory written references.
- Ewen's Room will pay travel expenses for travel outwith the agreed work place.
- We offer a supportive and inclusive working environment, opportunities for professional development and training. You will have the chance to make a meaningful difference in mental health education in Lochaber.

How to Apply

Please send your CV along with a cover letter / personal statement.

Applications and enquiries to be emailed to info@ewensroom.com

The **closing date** for applications is 20th December 2024 at 12 noon.

Selection for interview will take place on the 20th December and if successful, you will be contacted by the 27th December and invited to **attend an interview** in the week commencing 6th December.

Interviews will take place online.

Document Updated: 06/12/2024