



Job Description: Climbing Coordinator (freelance)

Common Wheel is an established mental health charity. We provide meaningful activity for people with mental illness and dementia.

Hours

Around 10 hours per week with some flexibility. Currently core hours are 1:30 to 3.30pm on Thursdays at The Climbing Academy (TCA) Prop Store in Maryhill. This could change depending on the availability of the coordinator and demand for the activity. The hourly rate is £15/hour as a freelance (you will pay National Insurance) over 44 weeks subject to demand and available resources

Summary

The post holder is responsible for

- The planning, coordination, delivery, monitoring and evaluation of all climbing group activity (climbing instruction part of the session will be delivered by TCA instructors).
- Assisting with other administrative tasks as required by the Project Manager.

The post is based at Campbell House in Gartnavel Royal Hospital and at The Prop Store.

Administrative tasks may be carried out from home or in the office at Campbell House.

The role involves supporting adults with mental illness.

The Climbing Coordinator reports to the Project Manager.

The Climbing Coordinator will be assisted by a volunteer at the sessions.

Purpose

- To enable as many people as possible (within the capacity of the project) to access regular high quality climbing activities.
- To ensure the activities suit the needs of the clients.
- To maintain the sessions to the highest standards for the clients' benefit.
- To create an environment within the climbing groups in line with Common Wheel's values of care, equality, positivity and partnership.

Responsibilities

- Planning, supporting and participating in regular climbing sessions, working with professional instructors employed by TCA.
- Supervising and coordinating volunteers.
- Timetabling and booking of the climbing sessions, and procuring refreshments.
- Processing relevant invoices and petty cash.
- Managing enquiries and referrals in partnership with referral agencies.
- Carrying out initial meetings and evaluation meetings with clients and support workers.
- Communicating with clients to inform them about sessions and encourage attendance.
- Monitoring and evaluation of the climbing programme.
- Record keeping and reporting, and provision of necessary information to the Project Manager.
- Participating in personal and team development activities.
- Conforming to all relevant Common Wheel Policies and Procedures.
- Other duties relating to administration, monitoring and reporting as required by the Project Manager.

Person specification

Essential

- Excellent interpersonal skills.
- Ability to work with minimal supervision.
- Good administrative and organisational skills.
- Proficient with Microsoft Office software.
- Indoor climbing experience to a competent level including bouldering, auto-belays, and top-ropes.

Desirable

- Experience of working in a mental health setting or with vulnerable groups.
- Experience of organising and leading group activities.

This post is subject to membership of the PVG scheme.