



## **JOB DESCRIPTION**

**JOB TITLE:** Health and Wellbeing Business Coordinator - Dumfries House

**SALARY:** £33,000-£35,000

**REPORTS TO:** Health and Wellbeing Clinical Lead

**LOCATION:** Dumfries House, Cumnock, East Ayrshire, KA18 2NJ

### **About the Prince's Foundation**

The Prince's Foundation was created in 2018, as a result of the consolidation of four existing charities, The Prince's Foundation for Building Community, The Prince's Regeneration Trust, The Great Steward of Scotland's Dumfries House Trust, and The Prince's School of Traditional Arts.

The Prince's Foundation - delivers work to improve the built environment, save heritage, and promote culture and education. Through education, the Foundation will continue to offer innovative and inspiring skills-based courses in a broad range of subjects, from traditional arts and heritage craft skills, to architecture and design, science, engineering, horticulture and hospitality, all emphasising the greater social cohesion that transpires when members of a community learn, as well as live, together. Programmes will take place within and beyond the charity's sites, including at Dumfries House, with its Education Farm and Garden, STEM Centre and Health and Wellbeing Centre among others.

### **Location**

The post is located at the Prince's Foundation's headquarters at Dumfries House, Cumnock, East Ayrshire, KA18 2NJ. Occasional travel may be required.

### **Job Purpose**

Opened in 2019, the Health and Wellbeing Centre at Dumfries House provides a range of holistic services to the local community. Services are GP and patient-led, with referrals from primary and secondary care providers. Run by The Prince's Foundation, it provides an Integrated Health and Wellbeing Programme, with the centre also open to health charities and other organisations.

Complementary therapies include reflexology, acupuncture and hypnotherapy to help participants attain outcomes such as fertility wellbeing, menopausal health, living with cancer, chronic pain management, and a weight management programme to help support

individuals with diabetes and obesity. We are looking for an individual to help support the charitable and commercial growth and development of the centre, identifying new opportunities and partnerships, including:

- To develop and deliver the promotional and marketing outputs for the Health and Wellbeing Centre and the Health and Wellbeing programmes at Dumfries House.
- To develop and deliver the commercial framework for the Health and Wellbeing Centre and programmes at Dumfries House locally, nationally and globally.
- To work with colleagues to drive forward and build on partnership working between local and national organisations, charities and foundations. To link with other departments in the Prince's Foundation to collaborate and develop complementary programmes.
- To participate in the development, delivery, and evaluation of the Health and Wellbeing programmes in line with identified need and strategic framework of The Prince's Foundation.

## **Duties**

### *Promotion and Marketing*

- To facilitate the overall development of the promotional framework for the Health and Wellbeing Centre and the programmes, workshops and classes delivered by the Centre.
- To ensure effective performance reporting, enabling collection of data, analyses of data and reporting writing.
- To ensure effective community engagement in the Health and Wellbeing programmes, through the appropriate mechanisms, for example, public partnership forums, and local community planning forums.

### *Communication and Business Development*

- To be proactive in seeking and managing collaborative partnerships across a range of likeminded charities, agencies, organisations and businesses.
- To help plan and implement the strategic framework for the development of commercial activities within the centre.
- To ensure the effective and active collaborations with health and local authority professional and managerial staff
- To work proactively with members of the multidisciplinary/multiagency team responsible for the delivery of effective treatment programmes to identify new opportunities and areas of potential growth
- To represent the Prince's Foundation at relevant conferences and events

### *Administration:*

- Working with the Health and Wellbeing Clinical Lead, finance and fundraising teams to support budget management and fundraising
- As part of a small team, this postholder will also provide elements of administration to support the development and delivery of complementary therapies at the centre as well as related activities such as supporting volunteer opportunities within the centre.

### **Person specification**

The person appointed should have the qualification, knowledge and experience listed below.

- Qualification and Knowledge
  - Degree, equivalent qualification or substantial applicable work experience. Degree or experience in a relevant business development role would be highly desirable.
  - Experience or knowledge of the value and use of using complementary therapies is desirable
- Skills
  - Excellent interpersonal, oral and written communication skills
  - Strong track record of programme and business development, either in a commercial or charitable setting
  - Proven ability to develop and manage stakeholder relationships and partnerships
  - Track record of the development and implementation of operational and strategic plans
  - Evidence of ability to communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience
  - Strong financial planning and budget managing experience
- Aptitude
  - Ability to work collaboratively as part of a team
  - Ability to work proactively and take initiative in developing and managing workload.

**Applications:** Please submit a completed [Application Form](#) together with a cover letter and CV to Carol Tennant on [C.Tennant@dumfries-house.org.uk](mailto:C.Tennant@dumfries-house.org.uk)

Closing date for applications: Monday 22<sup>nd</sup> November 2021