



Words Work Well Project Manager

Lapidus Scotland is seeking a Project Manager for their Awards for All Scotland, Creative Scotland, and Scottish Book Trust funded project: *Words Work Well*.

This is a self-employed position with a fee of £4000 for 40 days across 11 Months from middle July 2015 to the end of May 2016 (end date approx).

It is essential that applicants have experience of Project Management in the arts, health and/or community sector within Scotland, with an understanding of the ethos of Lapidus Scotland and creative writing & reading for health and well-being. The position may involve travel around Scotland including overnight stays.

The position will include up to 2 hours per week administrative support.

Please send a 2 page CV and explanation within the email message body explaining why you wish to apply for this position to lapidus.scotland@yahoo.co.uk.

Please respond by Tuesday 7th JULY 8 pm. CV's received after this will not be considered.

Interviews will be held on Monday 13th JULY in Glasgow with the possibility of candidates being interviewed by Skype for those outside the central belt.

The successful candidate would be expected to start almost immediately



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BREAKDOWN OF THE PROJECT Lapidus Scotland “WORDS WORK WELL”

The following information is based upon the funding application to Awards for All/Big Lottery and Creative Scotland. The project is subject to change and modification to suit the project in development in accord with our funders

*Words Work Well will be a **bibliotherapy** toolkit filled with ideas for therapeutic reading, writing and storytelling. Bibliotherapy promotes creative words for well-being and personal development. The toolkit will have useful web-links and easy-to-follow recipes for leading group reading and writing activities. For example: journaling; letters; poetry; stories; creative non-fiction.*

We propose a one-year project to increase and enhance the practice of bibliotherapy in health, social care, libraries, mental health and related settings throughout Scotland.

A specific focus will be the design and implementation of the toolkit through training and mentoring so people can learn how to use Bibliotherapy in their own setting. We will work closely with national networks such as NHS Education Scotland (NES). The first two months we will be designing an on-line Bibliotherapy resource for and with service users, volunteers and professionals with an aim to aid self-management. The on-line toolkit will be linked to the Books on Prescription schemes, recovery programmes, libraries, and distributed through national networks such as NES. The following 10 months we will offer monthly training workshops to approximately 120 people (10 workshops spread over the year - appx 12 participant in each). This project is distinct from the ongoing work we do currently (although it is clearly likely to become part of our work in the future)

Definitions

Bibliotherapy covers a broad spectrum of approaches that help people to take more control of their health and wellbeing. A Bibliotherapy program can be any activity involving print or non-print material, either imaginative or informational, and which is often discussed with the aid of a facilitator, one to one, or in a group format. Bibliotherapy is the creative and practical use of reading, writing, storytelling for well-being and personal development. Books, stories and poems invite readers to explore their inner and outer worlds.

Here are a few examples of activities that will be stimulated by the toolkit:

- Expressive writing to help people come to terms with long-term conditions
- Reading groups and one to one reading in care homes, day centres, hospices, etc.
- Storytelling with people who cannot or can no longer read or write
- Poetry and songs with people who have dementia and other long term conditions.

The training will help people learn how to use the toolkit. This will be offered to carers and service users, staff, and volunteers. For some organisations offering support to people with long term conditions, Bibliotherapy may be entirely new. If this is the case, LS will engage an experienced facilitator to introduce the toolkit to groups and individuals in the organisation. There are some books available on Bibliotherapy, but you need to be highly motivated to open them and considerable application to make them work for you. People with mental health problems and other long term conditions are unlikely to be able to call upon these qualities. *Words Work Well* is, potentially, an extremely cost-effective means of offering self-directed mental health care. The toolkit can be an essential aid in combating social exclusion empowering individuals through creative expression.

Person Criteria and Job Description

- The main objective of the position is to project manage as detailed above
- Candidates should have an in-depth knowledge and demonstrable track record and experience of one or more of the following: therapeutic creative writing, bibliotherapy, storytelling, community projects
- Candidates must have experience of Arts Administration and/or Health related projects
- Candidates must have knowledge and experience of the networks for the above, project management experience with budgets of five figures
- Candidates must be able to work on their own initiative, while being line managed in accord with the aims of the project via Lapidus Scotland committee. The successful candidate would be required to be a member of Lapidus UK.
- The successful candidate, with the committee, would plan, structure and oversee the project. Some administrative support will be available
- Candidates should possess strong leadership qualities, design skills and the ability to work to deadlines or improvise as need be
- Candidates must be able to relate to a wide range of persons; from funding bodies through to persons with mental health problems
- The successful candidate would provide their own work place/space
- Where candidates are outside the central belt, there may be travel for meetings and project assessment. Equally, Lapidus Scotland is seeking to reach out and function more nationally and activities will extend beyond the central belt (see project description)
- A major proportion of the work for the successful candidate is the managing of the following -
 1. Up to **10 Words Work Well - Bibliotherapy training workshops**, spread over the year. These will be practical - how to use toolkit and facilitate individuals and groups.
 2. Utilising skills, knowledge and networking skills, the successful candidate would organise the recruitment of the sessional leaders (see project description) and line manage the advancement of the individual sub-regional projects
 3. In conjunction with the committee, the successful candidate would be responsible for reporting to our funders
 4. The successful candidate would be responsible for all publicity and media related agenda.
 5. The successful candidate will oversee, including the publishing and editing of the bibliotherapy tools for the *Words Work Well* website
 6. In conjunction with admin support, the successful candidate would oversee the Lapidus Scotland webpage, email account, pay invoices through BAC transfers and any relevant paperwork for the project