

**Wellbeing Enterprises CIC**

**Job Description and Person Specification**

# **Job Title:** Community Wellbeing Officer x2

**Salary:** Salary: £19,500 (2-year fixed term contract with 6-month probationary period)

**Hours:**  37.5 hours per week

**Place of work:** Merseyside and Cheshire

**Responsible to:** Services Manager

**Purpose of post:**

We’re looking for a passionate and empathic individual with qualifications and/or experience in community-led work to play a crucial role in engaging patients and communities in health and wellbeing activities. The successful candidate will be working collaboratively and creatively with local NHS Hospital Trusts, primary care, patients, clinicians and wider stakeholders to generate better health outcomes for patients.

**Key responsibilities:**

* Undertake holistic one-to-one consultations with patients that address the social determinants of health
* Deliver evidence-based interventions and training to patients, staff, and clinicians
* Coordinate and deliver a varied range of educational and social inclusion courses to members of the public.
* Work collaboratively with patients and clinicians to implement local action plans that address health needs and create opportunities for patients to improve their health and wellbeing.
* Work closely with clinical teams around utilising community centred approaches to improve the health and wellbeing of patients
* Enable and support individuals to change their behaviour to improve their health

* Actively participate in clinical Multi-Disciplinary meetings, Patient Group meetings and attend wider networking opportunities; developing opportunities to work with others and supporting integrated working
* Play a crucial role in the monitoring and attainment of key targets for Wellbeing Enterprises’ contracts, using a range of validated qualitative and quantitative methods
* Recruit, induct, train and support volunteers
* General administration duties, for example data-inputting, production of promotional materials and making/receiving phone calls
* Uphold Wellbeing Enterprises CIC’s core values: People, Place and Partners

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, we will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date prepared: 11/03/2019

**Person Specification: Community Wellbeing Officer**

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| **KEY:** E = Essential, D = Desirable  A = Application form, I = Interview, S= Short listing criteria | | |
| **Requirement** | **Essential/ Desirable** | **Assess from** |
| **Qualifications** | | |
| Education to degree level in a relevant subject or equivalent (or substantial relevant experience) | E | A,I,**S** |

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| **Experience** | | |
| Experience of project working in a health, social care or community setting – planning and delivering frontline health and wellbeing activities, services and training | E | A,I,**S** |
| Experience of budgetary, planning and performance monitoring at a project support level. | E | A,I,**S** |
| Experience of working with Clinicians and as part of a multi-disciplinary team | E | A,I,**S** |
| Experience of managing or supporting volunteers | D | A |

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| **Skills and abilities** |  |  |
| Able to support patients in a one-to-one/group setting, offering holistic support and demonstrating empathy | E | A,I,**S** |
| Excellent interpersonal, written and oral communication skills (e.g. presentation skills) | E | A,I,**S** |
| Able to work to targets and milestones, as agreed in work plans and key contracts | E | A,I,**S** |
| Excellent time management, organisational and administration skills, using initiative to manage workload. | E | A,I,**S** |
| Proven ability to work in collaboration with stakeholders, working in an inclusive and empowering way that builds capacity and mobilises the capabilities, assets and resilience of stakeholders | E | A,I,**S** |
| Excellent IT skills including the use of Microsoft Office including Excel, Word and PowerPoint | E | A,I,**S** |
| Able to work and travel across the Cheshire/Mersey region and to work flexibly (including evening/weekend work) | E | A,I,**S** |

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| **Knowledge and understanding** |  |  |
| Understand the research and evidence that underpins health and wellbeing; including the ‘Five Ways to Wellbeing’, community asset-based approaches, salutogenic theory. | E | A,I,**S** |
| Knowledge of equality and diversity legislation and anti-discriminatory and anti-oppressive practice | E | A,I |
| Understanding of issues of social inclusion and the challenges/opportunities facing individuals, communities and organisations; including the broader determinants of health that impact upon health and wellbeing | E | A,I,**S** |
| Knowledge/experience of social enterprise and/or third sector | D | A,I |

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| **Personal attributes** | | |
| Self-motivated and passionate about health & wellbeing and making a difference | E | A,I,**S** |
| Have a strong commitment to the values of collaboration and co-production | E | A.I,**S** |
| Flexible, creative and ‘can do’ approach to work | E | A,I,**S** |

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