

Job Details

Job Title:	COMMUNITY HEALTH AND WELLBEING DEVELOPMENT OFFICER
Post Number:	POST000355
Directorate:	Environmental and Community Services
Section:	Communications and Culture Service
Post Grade:	Tier: 5, Grade: E
Responsible to:	Community Health & Wellbeing Development Team Leader
Responsible for:	Operational staff, Project staff, Casual staff, Volunteers

Job Purpose

- To devise, develop and coordinate initiatives, projects and programmes that improve outcomes relating to health, wellbeing and physical activity in the community.
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Main Responsibilities

- To work in partnership to design, develop and manage related initiatives and projects within the community aimed at improving health and wellbeing outcomes.
- To ensure high quality service delivery of responsible projects and initiatives across the borough including the management of staff employed on project delivery.
- Seek relevant grant funded opportunities across the sector to develop and promote the Service including health, wellbeing, and physical activity.
- To develop and coordinate events and programmes for identified target groups within the borough.
- To deliver volunteer development in line with the council's Volunteer Policy.
- To raise resident awareness of opportunities that would enable them to lead a more active and healthy lifestyle based on insight, knowledge and understanding.

- Research the current and emerging agendas in relation to health and wellbeing so that new programmes can be designed and implemented to meet the needs of residents.
 - Undertake project monitoring and evaluation to ensure effective outcomes are demonstrated.
 - Development, implementation and when necessary, delivery of the council's school holiday outreach and activity programme.
 - To line manage, supervise, and motivate project staff and volunteers.
 - To deliver the Council's services in accordance with the Corporate Plan and contribute to the achievement of the Council's Visions and Priorities.
 - Shared key holder responsibility and alarm procedures to ensure the security of Dalby House.
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Decision making

- To make informed and insight led decisions on which physical activity and health related initiatives best meet the needs of residents.
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Financial Responsibilities

- Responsible for ensuring externally grant funded project budgets are utilised.
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Key Contacts / Relationships

- Community and Voluntary Sector, Active Partners Trust, NHS Derby and Derbyshire Integrated Care Board, Derbyshire County Council Public Health.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Wellbeing and Culture Service Manager

Date: January 2024

Version: 1.0

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: COMMUNITY HEALTH AND WELLBEING DEVELOPMENT OFFICER

Post Number: POST000355

EXPERIENCE

Essential Criteria

- Experience of planning and coordinating health/sport and physical activity projects. A/I
- Experience of working in partnership to implement initiatives and projects. A/I
- Experience in monitoring and evaluating projects. A/I

Desirable Criteria

- Experience of line managing project workers and volunteers. A/I
 - Experience of using relevant operational tools & techniques to deliver services & projects. A/I
 - Experience of securing external grant funding. A/I
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QUALIFICATIONS

Essential Criteria

- Relevant Sport/Community/Health development qualification or industry-based experience. A/I/D

Desirable Criteria

- Degree in relevant field such as Sport Development, Physical Activity, Nutrition and Health. A/I/D
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SKILLS & KNOWLEDGE

Essential Criteria

- Knowledge of coordinating staff and volunteers to deliver projects and programmes. A/I/T
- Knowledge of delivering community / physical activity events. A/I
- Ability to have an adaptable and flexible working style. A/I
- Excellent interpersonal and communication skills with the ability to communicate professionally and effectively at all levels. A/I/T
- Awareness of health inequality issues. A/I
- Awareness of equality and diversity. A/I
- Ability to manage own time, work on own initiative and collaboratively with a wide range of partners. A/I
- Working knowledge of data protection. A/I

- Proven administrative and organisational skills. A/I
- Knowledge of Health And Safety and issues and legislation. A/I

Desirable Criteria

- Working knowledge of a broad range of ICT applications including Microsoft Office programmes. A/I
- Knowledge of the wider determinants of health and barriers to participation. A/I
- Knowledge of project budget management and using financial management systems. A/D
- Ability to promote projects and initiatives in partnership with the council's Communications and Design teams. A/D

OTHER REQUIREMENTS

Essential Criteria

- To undertake and Enhanced Disclosure and Barring Disclosure check. A/I/D
- Willingness to attend meetings and represent the council. A/I
- Must be prepared to travel extensively around the borough – full driving licence and access to a car is required (insurance to include business usage). A/I/D
- Commitment to Continuous Professional Development to undertake any necessary in-house training. A/I

Desirable Criteria

- Willingness and ability to undertake evening and weekend work. A/I

ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

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