

JOB DESCRIPTION

- Post Title:** Health and Wellbeing Advisor - Wellness Connect Project
- Post Grade:** £19,000 - £20,854 per year (pro-rata, depending on qualifications & experience)
- Job Status:** Initially 3 Year Fixed Term Contract
- Location:** Oldham based, across various Community Settings and OCL sites.
- Post Hours:** Flexible contract (18 – 36 hours per week)

Special Conditions of Service:

Evenings and weekend work are a part of the normal week

Driving Licence required – some driving required – use of company vehicle

Subject to satisfactory enhanced DBS check

Purpose and Objectives of Post:

To encourage and promote physical activity in the local community of Oldham, with a particular focus on tackling loneliness and isolation. The staff member would co-ordinate, promote and deliver safe and friendly exercise sessions and would assist in the delivery of appropriate physical activity programmes in accordance with clients medical conditions, medication and mobility.

The role will create and connect links between community groups/activity providers and members of the public and encourage individuals to take up new activities through effective marketing, engagement and goal setting.

The project aims to help residents to lead healthier lives and to help community groups and community centres develop and promote their health-based programmes and interventions.

Responsible To:

Project Lead (Health & Wellbeing Manager), under direction of the Head of Health and Wellbeing.

SUMMARY DESCRIPTION OF THE ROLE:

1. Collaboration & Partnership Development

- 1.1 To support community groups in self-selecting activities by incorporating consultation within the local communities.
- 1.2 Organise and support community groups (i.e. coaches, instructors and volunteers) to ensure smooth operation and set up of activities.
- 1.3 Where possible source training and qualification opportunities to suitable volunteers/partners to aid in the sustainability of the activities.
- 1.4 To work closely with various communities including those from ethnic minority groups and deprived areas, those with health conditions, being conscious of their individual needs and varying levels of self-confidence.
- 1.5 To work closely with facility-based staff and community groups in providing a safe and friendly exercise environment and ensuring that programmes of activity are effective in improving the health & wellbeing of participants.
- 1.6 To co-ordinate and support regular meetings between key community groups to share and develop best practice and also to engage with GP practices and specialist medical services to promote and raise awareness of the programme.

2. Planning & Co-ordination

- 2.1 To design and implement appropriate physical activity programmes in accordance with client's needs, medical conditions, medication and mobility plus provide follow up advice.
- 2.2 To develop an extensive range of activity options either facility based, at home, in local green space or within other community settings to provide maximum choice and motivation for clients.
- 2.3 To develop and co-ordinate training to support volunteers in delivery of health and wellbeing programmes and to offer ongoing mentoring and support when needed.
- 2.4 To co-ordinate and develop a health and wellbeing programme of mixed activities for older people initially at Oldham Leisure Centre.

3. Monitoring & Quality Control

- 3.1 To prepare reports, statistics and other information as directed by line manager to allow for evaluation of the service including key performance indicators (KPI's) which include measuring participation rates.
- 3.2 To monitor, manage and control the budget linked to this project, ensuring accurate records of all finance (income/expenditure) transactions. Know how to minimise expenditure in key cost areas to ensure the project is managed efficiently.

- 3.3 To maintain and update appropriate records of clients referred to the programme, and ensure data is recorded and kept up to date at all times. Information should be kept in accordance of GDPR principles at all times.
- 3.4 To ensure that the confidentiality of all personal information is maintained and that information is managed in accordance with the Data Protection Act 1998.
- 3.6 As an employee of Wellbeing Leisure you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- 3.7 Wellbeing Leisure is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- 3.8 To ensure the project operates within and delivers on the requirements of the funding agreement at all times

4. Delivery

- 4.1 To provide ongoing support for clients throughout their course of exercise to promote healthy lifestyles through exercise or other means signposting to other services where appropriate.
- 4.2 To assess physical activity history, existing motivation levels to physical activity, key health metrics and facilitate a positive behaviour change
- 4.3 To undertake Risk Assessment as required and ensure programmes are delivered safely in accordance with Risk Assessment and all relevant Health and Safety legislation.
- 4.4 To be observant at all times reporting any occurrences that may have a detrimental effect on day to day operation.
- 4.5 To attend training courses to facilitate continued professional development and to use this knowledge to contribute to improving service delivery.
- 4.6 To maintain high levels of professional conduct at all times with particular reference to punctuality, presentation and administration

5. Marketing & PR.

- 5.1 To establish, develop and maintain good relationships and active contact with all appropriate agencies to ensure the scheme is marketed and promoted effectively.
- 5.2 To establish and maintain effective protocols with delivery partners, funding bodies, and community groups to ensure the advertised services are always accurate in real time for the benefit of the end users

This list of duties is not exhaustive and is designed to give the applicant an insight into the role in delivering the core purpose and ensuring the success of the project. The role may require other duties to be performed from time to time and flexibility is required to deliver on the core purpose of the role.

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CORE BEHAVIOURS FOR THE POST:			
Commercial Thinking & Analysis	X	Planning & Effective Prioritisation	X
Customer Service	X	Developing Self & Others	X
Delivering Results	X	Teams, Networking & Partnerships	X
Integrity & Professionalism	X	Flexibility & Adapting to Change	X
Delivering a Quality Service (Continuous Improvement)	X	Effective Negotiation	X

	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
<u>1. Knowledge and Delivery of Health Interventions</u>			
1.1	Knowledge of the benefits of Healthy Lifestyle as a positive intervention for those with long-term health or mental wellbeing issues	X	
1.2	Experienced in delivering Health Improvement / Wellbeing programmes to individuals & groups		X
1.3	Ability to motivate and support those individuals who feel demotivated or unable to improve their lifestyles	X	
1.4	Physical Activity studio / class qualification		X
1.5	Demonstrable knowledge of Exercise Referral Schemes	X	
1.6	Experience of taking health-related measurements from groups of individuals and using these to motivate and demonstrate positive behaviour change		X
1.7	Exercise Referral Qualification, Level 3 or above		X
1.8	Weight Management / Nutritional qualification		X
1.9	Coaching qualification, Level 2 or above		X

<u>2.1 Partnership & Project-based Work</u>			
2.1	Experience of working with a variety of partner organisations	X	
2.2	Experience of working with minority groups within communities		X
2.3	Experience of budgetary control	X	
2.4	Ability to co-ordinate and Chair meetings	X	
2.5	Experience of developing, organising and managing a rolling programme for of clients with individual needs.		X
2.6	Ability to plan and deliver consultation exercises and interpret feedback		X
2.7	Able to communicate effectively with clients, health and leisure professionals and to be able to write relevant reports	X	

<u>3. Core Skills & Personal Qualities</u>			
3.1	Must be able to work flexibly including evening and weekend work	X	
3.2	Ability to work without close supervision and prioritise workloads	X	
3.3	IT literate, including database, spreadsheet and presentation software	X	
3.4	Current clean driving licence	X	
3.5	Ability to positively promote initiatives and projects.	X	
3.6	Commitment to ongoing personal and professional development	X	