

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST TITLE: Community Health & Wellbeing Officer

GRADE: 6

TEAM: Health & Wellbeing Team

SERVICE AREA: Community Partnerships

RESPONSIBLE TO: Health and Wellbeing Manager

ALLOWANCE: Designated Essential Car User

An enhanced clearance by the Disclosure and Barring Service is required for this post.

Meetings will need attending as required, which may be outside normal office hours and at weekends.

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

DATE ISSUED: July 2022

JOB PURPOSE:

To work alongside the community across Harborough district and the elected members by encouraging our communities to take a lead and resolve issues that are important to them.

Working in partnership with parish/town councils and parish meetings, elected members, and the community, to initiate, manage and co-ordinate the development and implementation of a range of community programmes including community planning and physical activity programmes that will enhance the economic, social and environmental wellbeing of the community.

Support elected members in their capacity as community leaders and help them achieve and deliver their local priorities based on evidence of need.

To work with and, where appropriate, co-ordinate all those agencies that are engaged in strategic and local partnerships to improve the wellbeing of communities.

To improve Health & Wellbeing and increase the physical activity participation levels of adults, young people, and children within the district through the development, coordination and promotion of a range of health, wellbeing and physical activity opportunities.

To work in a designated geographical, place-based way, ensuring the post holder is a source of knowledge, advice and information for the community and voluntary/community groups, as well as elected members.

The post holder will work in partnership with a variety of organisations (including private, voluntary, and statutory) ensuring there is a diverse range of programmes and activities in place to encourage increased participation.

PRINCIPAL ACCOUNTABILITIES:

1. To engage with communities and organisations including the Voluntary Sector across Harborough district providing advice and other support to address identified needs and to deliver projects. Ensuring a joined-up approach.
2. To conduct community research and consultation to ensure the views of harder to reach groups are represented to shape the required service.
3. Use sport and physical activity as a tool to help improve other partner objectives such as reducing Anti-Social Behaviour, improving mental health and reducing visits to GPs and hospital admissions.
4. Develop and coordinate a range of interventions based on evidence that relates to Health, Wellbeing and physical activity and deliver these opportunities across Harborough district by building on existing opportunities and developing new programmes, opportunities, and networks to improve the health and wellbeing of the residents. and increase the participation of individuals, groups and communities recognised as having low levels of participation.
5. Work closely with key partners to ensure walking, swimming, cycling become a core offer within the local physical activity programme.
6. Work closely with key local partners to map out the assets within the place to ensure opportunities are complimentary, avoid duplication and link to existing programmes to improve residents' healthy life expectancy.
7. Establish and sustain links with partners such as Green Spaces, Rights of Way and Countryside Access to develop innovative, sustainable programmes in the natural environment that target those recognised as having low levels of physical activity.
8. Analyse and effectively utilise evidence such as, the Active People Survey results to assess the current levels of physical activity in Harborough, in order

the develop appropriate physical activity interventions for areas/ communities who are recognised as having low levels of physical activity participation.

9. Engage with a variety of community groups, (including older people forums, faith groups) through talks, presentations and displays, to raise the benefits of regular physical activity and develop bespoke programmes to encourage increased participation.
10. Supervise a team of coaches / instructors / motivators / casual staff and volunteers to deliver a range of physical activity opportunities in (district) and monitor and evaluate their success. report progress to the Local Sports Alliance and members.
11. Identify, develop and review training opportunities for instructors, casual staff, coaches and volunteers to ensure that they have the necessary knowledge and qualifications to meet requirements of both national and local physical activity guidelines.
12. Deliver or commission, when required, physical activity sessions to ensure continuation of activities takes place, where external funding is provided.
13. Assist with managing and monitoring income and expenditure, including the collection of monies, fees, and charges.
14. Ensure that all activity sessions provided by Harborough District Council are risk assessed and the delivery of exercise sessions comply with Health and Safety Regulations.
15. Maintain databases of participants, coaches, and other groups as appropriate, ensuring that accurate registers of attendance are maintained to track trends of activities, usage, and future targeted activities.
16. Monitor and evaluate the success of projects and regularly report progress to the Local Sports Alliance, and Active Together and members.
17. Meet regularly with the district officers for Harborough and the wider Physical Activity Network to discuss joint initiatives, sharing of resources, training of volunteers and the planning of future complementary programmes.
18. To uphold and display the HDC behaviour competency framework to at least level 1.
19. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and Involvement policies.

Other

As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

Health and Safety

To be familiar with and always comply with

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents.
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.

To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

Safeguarding

To carry out our legal and moral responsibility to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer's, (DSO) or in the absence of a DSO personally making the referral in line with the Councils Adult and Children's Safeguarding Policy.

Equalities

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

			JOB TITLE: Community Health & Wellbeing Officer				
SERVICE: Community Partnerships	POST NO:	GRADE: 6	ALLOWANCE: Essential		FULL TIME	WEEKLY HOURS: 37 hours	
CRITERIA FOR SELECTION: (Justifiable as necessary for safe and effective performance)		ESSENTIAL REQUIREMENTS: (A clear definition of the necessary criteria)		Assessment	ADDITIONAL/USEFUL REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)		Assessment
Qualifications		<ul style="list-style-type: none"> Educated to the equivalent of degree level or the ability to demonstrate equivalent experience and ongoing continuing professional development. 		E	<ul style="list-style-type: none"> Qualified to NGB level 1 standard in one or more sports Level 2 exercise, fitness, or sports coaching qualification Leaders' qualification, i.e. walk leaders Basic First Aid qualification 		E E E E
Experience		<ul style="list-style-type: none"> Experience of developing, coordinating, and promoting physical activity programmes for adults aged 16 years plus in a community environment. Experience of planning a series of progressive physical activity sessions leading to sustainable community participation Experience of managing a team of coaches, instructors, leaders, and volunteers Partnership working across a wide range of organisations from the private, public and voluntary sectors. 		A/I/T A/I/T A A	<ul style="list-style-type: none"> Reporting results of community-based participation programmes Data collection and analysis/ database management Experience of mentoring Experience of working on programmes for: <ul style="list-style-type: none"> - rural communities - people with disabilities - women and girls - people over 45 years 		A A A/I A

			<ul style="list-style-type: none"> Understanding of community development issues. Understanding of project planning. 	A A
Skills	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Effective written communication skills enabling completion of a variety of forms. Able to demonstrate intermediate IT skills, i.e., MS Word, Excel & Outlook Ability to evaluate sessions and provide quality feedback Ability to work independently and use initiative To work effectively as a team member and support other members of the team Leadership skills Ability to motivate and inspire individuals and groups Ability to be self-motivated and generate and organise personal workload Able to work well under pressure and to meet deadlines whilst maintaining the highest standards of quality. 	A/I A A/T A A A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> Ability to work well as a member of a multi-agency team. To be a positive role model Ability to cope with change and maintain calmness under pressure 	A/I A A
Knowledge and interests	<ul style="list-style-type: none"> Knowledge of Asset Based Community Development approach. Knowledge of physical activity agenda/ community sports development Understanding the basic principles of the link between physical activity and health 	A/I/T A/I/T A/I	<ul style="list-style-type: none"> Understanding of the sports delivery system, development pathways and governing body initiatives 	A/I

	<ul style="list-style-type: none"> Awareness of needs of different community groups Understand the general principles of health & safety, and risk management Understanding and commitment to equal opportunities, customer care and fair play in sport 	A/I I I		
Other	<ul style="list-style-type: none"> Hold a current valid full UK driving licence and access to a car DBS clearance will be required Able to attend meetings as required, which may be outside normal office hours and at weekends. Ability to carry out the duties in accordance with the Council's Equal Opportunities Policy 	E E I I		

Assessment Legend:	A = Application Form	T = Test	E – Evidence / Certificate	I = Interview
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Those criteria marked with an asterisk will be weighted where desirable criteria are used during shortlisting.
+ Reasonable adjustments will be considered

