

Job Description: Work and Health Project Officer (WorkWell)

Hours of work:	Full Time or Part-time 24 – 37 hours per week . This post is offered on an initial 1 year fixed term to 31st December 2025
Salary:	£26,493 FTE plus 4% pension contribution and healthcare support package
Holiday:	25 days per annum + Public and Bank Holidays – pro rata if required
Responsible to:	Deputy Chief Officer
Location:	Based primarily in our Nigel Copping Community Building in Stanstead Abbots, but with occasional working required from our Hertford and Waltham Cross hubs. The role will require travel across Hertfordshire and West Essex

Purpose of Job: The WorkWell initiative is aimed at creating a more integrated and responsive system that connects work, health, and care services. By connecting and aligning key partners across local authorities, primary care, the wider NHS, the Department for Work and Pensions, voluntary and community organisations and employers, you will help drive impactful change.

This role will support the WorkWell Project in driving forward the development of a system-wide Work and Health Partnership across our Integrated Care System (ICS). Lead on the Community Alliance's contractual responsibilities in relation to the WorkWell Project.

Across our contracted geography lead the strategic engagement with a diverse set of stakeholders, map health and work integration needs, and drive improvements in service delivery to address health inequalities and enhance access to work opportunities for those with long-term health conditions.

Key Responsibilities

1. **Stakeholder Engagement and Partnership Building:** Engage, establish and nurture relationships with key stakeholders, including local authorities, GPs, NHS services, DWP/Jobcentre Plus, voluntary sector organisations, and employers to develop a cohesive ICS-wide Work and Health Partnership.
2. **Needs Assessment and Service Mapping:** Conduct a thorough gap analysis to assess the availability and accessibility of services for people with long-term health conditions and drive the mapping of current work and health services across the ICS, identifying gaps in provision and opportunities for integration to address unmet needs.
3. **Strategic Planning and Service Integration:** Propose strategies to integrate existing services across the ICS to improve work and health outcomes, particularly for those with complex or long-term health needs and develop a comprehensive Service Integration Delivery Plan that aligns with the work and health priorities outlined in the Spring Budget.

Person Specification

Essential

- A degree or equivalent experience in a relevant discipline (e.g., Public Health, Social Care, or Project Management).
- Proven experience in project management, ideally in health, social care, or employment-related initiatives.
- Strong understanding of the challenges and opportunities in integrating health and work services.
- Demonstrated ability to engage and work effectively with multiple stakeholders, including local authorities, health systems, employers, and community organizations.
- Knowledge of health inequalities and the impact of digital exclusion on vulnerable populations.
- Experience in producing high-quality reports, proposals, and strategic plans.
- Strong communication and interpersonal skills with the ability to influence and negotiate with senior stakeholders.
- Ability to work autonomously and manage competing priorities effectively.

Desirable

- Knowledge of the Integrated Care System (ICS) structure and how different sectors (NHS, local government, voluntary sector) interact.
- Experience working with the Department for Work and Pensions (DWP), Jobcentre Plus, or similar employment services.
- Familiarity with national health and employment strategies, including the Spring Budget measures and the Levelling Up agenda.
- Experience with service integration initiatives, particularly around work and health.

This post requires an enhanced DBS Check