



## **Health & Wellbeing Officer**

**Responsible to:** Community Engagement Manager

**Responsible for:** Volunteers

**Location: Main office:** Nigel Copping Building, Sanville Gardens, Stanstead Abbotts, SG12 8GA. The role includes regular off-site work at Community Alliance Hubs and other venues across East Herts and Broxbourne.

**Purpose of Job:** Delivery of our health & wellbeing community-based projects, including Healthy Hubs in East Herts and Broxbourne, and other initiatives across the operating area. The post holder will also play a key role supporting the development of new programmes and working alongside a team of staff and volunteers to deliver these services.

### **Responsibilities**

- Working alongside a team of Community Alliance staff and volunteers to deliver a range of community health and wellbeing projects from hub and other community locations across Broxbourne and East Herts
- Working with officers from Smoke free Hertfordshire to become the Community Alliance organisational lead Certified Stop Smoking Practitioner and supporting clients to stop smoking
- Working with officers from Sexual Health Hertfordshire to order, monitor supply and deliver Dual Test and Condom Distribution services to increase confidence to use Dual Test kits and Condom Wallets
- Working with the Hertfordshire Health Improvement Service team and Community Alliance colleagues to deliver Wellbeing Checks across Broxbourne and East Herts
- Working with the Community Engagement Manager on the co-ordination of community projects to ensure that all projects are delivered on time and to budget, identifying and maintaining effective community partnerships to support the development of future Community Alliance community projects
- Working closely with other organisations to ensure that local and national knowledge and partnership opportunities are identified and working with operational delivery colleagues to develop and implement new initiatives
- Working with operational delivery colleagues to ensure that any contractual or funding requirements will be delivered effectively and efficiently by supporting the monitoring and evaluation of projects
- Representing Community Alliance at meetings with partners and funders, and delivering presentations when necessary
- Supporting volunteer development, including playing a part in the processing of expense claims, annual appraisal process and the identification of new training opportunities

### **(Other)**

- Undertaking other tasks as may be required from time to time
- Working in accordance with Community Alliance policies and practice
- This post requires an enhanced DBS Check

# Person Specification

## Skills and Qualities:

- Experience of working or volunteering in a community setting.
- Ability to work independently and collaboratively within a team of paid staff and volunteers.
- Previous experience or a keen interest in supporting community health and wellbeing needs.
- Knowledge of issues affecting local communities and the VCFSE sector and other partners working to support community health and wellbeing.
- Experience of developing and maintaining positive partnership working with other groups and agencies, both community sector and public sector.
- Experience of working with individuals on a one-to-one basis, providing information, advice, counselling or support with decision-making.
- Having empathy, the ability to listen to people and to understand their perspective.
- Willingness to develop a good layperson's knowledge of health and wellbeing issues through reading and training. This will initially include training to become a Certified Stop Smoking Practitioner, Making Every Contact Count (MECC+) training, Dual Test and Condom Distribution training, Wellbeing Check training and other training as relevant to health and wellbeing projects as they are developed.
- Enhanced DBS clearance through the DBS Update Service – or willingness to undergo DBS application to achieve enhanced clearance.
- Up-to-date IT skills and a high standard of written English and maths.
- Excellent organisational skills and the ability to pay close attention to detail.
- Good communication and interpersonal skills to both internal and external audiences.
- Ability to be flexible, plan, prioritise and manage workload and deadlines.
- Ability to help individuals prioritise and action plan to successfully achieve their objectives.
- Ability to speak at meetings, make presentations, write reports and take minutes at both internal and external meetings.
- Good understanding and experience of Health and Safety, GDPR and Safeguarding policies.
- Understanding of diversity issues and commitment to equal opportunities.
- Access to own transport and a clean driving licence.
- Flexible attitude to working hours.
- Friendly and approachable personality with a sense of humour desirable.