



Wellbeing Enterprises CIC Job Description and Person Specification

Job Title:	Community Wellbeing Project Lead CYP
Salary:	Salary: £20,000 3 Years fixed term funded by Children in Need
Hours:	37.5 hours per week
Place of work:	Halton
Responsible to:	Service Manager

Purpose of post:

We're looking for a passionate and empathic individual with qualifications and/or experience in youth and/or community-led work to play a crucial role in the delivery of a Children in Need Funded Project three year project that will support children and young people to improve their mental health and wellbeing.

Key responsibilities:

Building young people's emotional health & resilience

- To support children and young people to co-design and delivery a range of creative and educational projects using asset based community approaches.
- To support children and young people to hold community resilience events to showcase their talents, skills and experience.

Building young people's life skills and promoting self-efficacy

- Deliver a rolling programme of psychoeducation and social inclusion programmes designed to reduce symptoms of mental illness and promote wellbeing to young people across Halton.

- To train young people to co-deliver life skill courses to other young people.

Developing young people's transferable skills

- To recruit, induct, train and support young people as peer mentors to support the delivery of the project.
- To deliver a community navigation service which entails developing personalised wellbeing plans with children and young people and connecting them to a raft of community based support to help them get their needs met.

Supporting project delivery

- To liaise with a broad array of stakeholders from the statutory, community and VCSE sector in Halton and to form partnerships that support the delivery of the project.
- To ensure the collation of all monitoring and evaluation data to demonstrate to funders the impact of health and wellbeing activities using a range of validated qualitative and quantitative methods.
- To assist with the monitoring and reporting of progress against key milestones and targets specified in plans.
- To assist with the monitoring of expenditure and to work within specified budgets to achieve key targets.

General Responsibilities

- To act as a Wellbeing Champion and to use all available opportunities to promote health and wellbeing principles across a broad array of sectors.
- Display a commitment to equality of opportunity and to develop an in-depth knowledge of the way in which broader determinants impact upon the health and wellbeing of local communities.
- To undertake all training related to Child Protection and Safeguarding and commit to abiding by all Wellbeing Enterprises CIC policies and procedures to protect the welfare of young people and volunteers.
- Uphold Wellbeing Enterprise's CIC's core values: People, Place, Productivity and Partnerships.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, we will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date prepared: 10/11/17

Person Specification: Community Wellbeing Officer

KEY: E = Essential, D = Desirable A = Application form, I = Interview, S= Short listing criteria		
Requirement	Essential/ Desirable	Assess from
Qualifications		
Education to degree level in a relevant subject or equivalent (or substantial relevant experience)	E	A,I, S
City and Guilds (youth work qualifications levels 2-3) and/or equivalent experience	E	A,I, S

Experience		
Experience working with children and young people in a health, education, social care or community setting. Planning and delivering frontline health and wellbeing activities, services and training	E	A,I, S
Experience of budgetary, planning and performance monitoring at a project support level	E	A,I, S
Experience of working with professionals as part of a multi-disciplinary team	E	A,I, S
Experience of managing or supporting volunteers	D	A

Skills and abilities

Able to support children and young people in a one-to-one/group setting, offering holistic support and demonstrating empathy	E	A,I, S
Excellent interpersonal, written and oral communication skills (e.g. presentation skills)	E	A,I, S
Able to work to targets and milestones, as agreed in work plans and key contracts	E	A,I, S
Excellent time management, organisational and administration skills, using initiative to manage workload.	E	A,I, S
Proven ability to work in collaboration with stakeholders, working in an inclusive and empowering way that builds capacity and mobilises the capabilities, assets and resilience of stakeholders	E	A,I, S
Excellent IT skills including the use of Microsoft Office including Excel, Word and PowerPoint	E	A,I, S
Able to work and travel across the Halton borough (and the wider Cheshire/Mersey region) and to work flexibly (including evening/weekend work)	E	A,I, S

Knowledge and understanding		
Understand the research and evidence that underpins health and wellbeing; including the 'Five Ways to Wellbeing', community asset-based approaches, children's mental health and wellbeing.	E	A,I, S
Knowledge of equality and diversity legislation and anti-discriminatory and anti-oppressive practice	E	A,I
Knowledge and understanding of the importance of Safeguarding children and following safeguarding procedures	E	A,I, S

Understanding of issues of social inclusion and the challenges/opportunities facing children and young people, communities and organisations; including the broader determinants of health that impact upon health and wellbeing	E	A,I, S
Knowledge/experience of social enterprise and/or third sector	D	A,I

Personal attributes		
Self-motivated and passionate about health & wellbeing and making a difference. Putting children and young people at the centre of efforts to improve health and wellbeing.	E	A,I, S
Have a strong commitment to the values of collaboration and co-production	E	A,I, S
Flexible, creative and 'can do' approach to work	E	A,I, S

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