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| **JOB DESCRIPTION** |
| **POST TITLE:** | **Wellbeing Project Coordinator** |
| **RESPONSIBLE TO:** | Wellbeing Project Manager |
| **RESPONSIBLE FOR:** | Volunteers |
| **SALARY/HOURS:** | 30 hours per week. £12.00 per hour |
| **PLACE OF WORK:** | Kingswood Hub |

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| **Southern Brooks Community Partnerships** has been established for 30 years delivering a range of services to adults and children across South Gloucestershire including youth work, employment support and support for families and vulnerable adults. We have a strong commitment to volunteers and run 3 of the volunteer centres in the county. It is an exciting time to be working with us as our partnerships grow and our offer develops.  We have a mission of “Strong Communities Powered by People”. We know that successful communities have people who are excited by change, learning and working together, able to influence decision making, have the skills and confidence to be involved in their communities, able to make health choices as well as building and sustaining good relationships. Working with community development values and practices, you will be working with people to make changes in their lives such as building confidence and tackling issues of poor health.**Aims and Objectives**To provide a frontline response for people accessing the Health and Wellbeing ServiceTo work closely with HWB team to implement effective administrative systems for the HWB serviceTo ensure effective collation and input of all data  |
| **Tasks and Duties*** To record contacts and outcomes using Charity Log and contribute to the overall monitoring and evaluation framework
* To support and train other colleagues to use Charity Log
* To respond to all HWB enquiries in a timely and constructive manner
* To produce and coordinate the distribution of all marketing materials for the project
* To book course tutors and venues as directed by the Wellbeing Project Manager
* To work with South Gloucestershire Health Lifestyles team to develop online presence and interface between websites
* To work closely with team members to develop an excellent understanding of the service
* Collate service user feedback and identify areas to improve the service
* To maintain Southern Brooks HWB and Active in Life web pages
* To provide operational office management in the Kingswood hub (eg maintaining office supplies, managing the photocopier contract, answering the phone)
* To work with volunteers and provide support and supervision
* To work in a safe manner including making dynamic risk assessments, following the safeguarding and health and safety polices.
* To perform other reasonable duties as directed by line management
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| **General accountabilities**So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users.We are committed to providing services at weekends and in the evenings and require our staff to work flexibly to accommodate this.Work in compliance with the organisations policies and procedures and its commitment to equal opportunities. Ensure that output and the quality of work are of the highest standard and complies with current legislation. |
| **Special notes and conditions*** All staff will be expected to work across the whole staff team for special events as and when required.
* SBCP is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults and a DBS certificate will be required.
* In return for your commitment and dedication to SBCP we offer, regular training opportunities, active supervision, and individual development plan, together with working in a fully supportive team.
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| **Essential criteria*** Excellent organisational skills
* Effective time management skills
* Excellent communication skills
* 2 years’ experience of using database software e.g. Charity Log
* Proven knowledge and experience of monitoring and evaluation
* 2 years’ experience in a customer-facing role in a health and wellbeing setting and/or where service users have complex needs
* Proven experience of accurate record keeping and processing confidential information
* Experience of setting up an IT-based recording and monitoring systems
* Experience of creating marketing materials e.g. social media, e-newsletters, leaflets and posters
* Experience of updating websites and using [web content management system](https://en.wikipedia.org/wiki/Web_content_management_system)
* Proven ability to establish and maintain positive and consistent relationships with staff, volunteers and professionals
* Project management experience/qualification e.g. Prince 2, Agile etc or administration qualification
* Readiness to regularly work within office hours 9:00 a.m. – 5:00 p.m. with the potential for some occasional evening and weekend support for the wellbeing team.
* An understanding of internal auditing and creating a continuous self-improving system

**Desirable criteria*** An understanding of community development
* Recent GDPR training
* Experience of digital marketing
* Experience of Charity Log
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| **GDPR 2018**All employees are under a legal obligation not to use or disclose any personal information that comes into their possession during their duties in any unauthorised manner. Duties and obligations under the Act that relate to this post will be explained to the post holder upon appointment. |