


<b>Job title</b>	Wellbeing Group Facilitator	<b>Department</b>	Community Health Promotion Hubs (CHPH) ~ Wellbeing Team
<b>Position reports</b>	Sarah Erskine (Community Health Promotion Hub Project Manager)	<b>Position is responsible for</b>	Line management of Health and Wellbeing Coach role
<p><b>Location:</b> Your office location will be Patchway. However, the work involves travelling to different locations each day, mainly around Hanham and Yate, and some working from home. Please note: a driving licence is essential for this role.</p>			
<p><b>Main purpose of job:</b> To facilitate Community Health Promotion Hubs alongside the Project Manager and the Health &amp; Wellbeing Coach</p>			
<p><b>Position in Organisational Structure</b></p>  <pre> graph TD     A[CEO / Head of Health &amp; Wellbeing] --- B[CHPH Project Manager]     B --- C[Wellbeing Group Facilitator]     C --- D[Health &amp; Wellbeing Coach] </pre>			
<p><b>Length of contract:</b> 2-year fixed term contract until end of December 2025</p>		<p><b>Salary:</b> £14.37 per hour - 18.5 hours per week £27,722 FTE £13,861 per annum pro rata</p>	

### Main duties

You will:

- Line-manage the Health & Wellbeing Coach
- Plan sessions as part of a team.
- Work groups of up to 20 clients to engage them in a weekly 2 hour session.
- Deliver a short physical activity
- Support peer discussions around a specific long term health condition
- Work with individuals to improve their wellbeing, confidence, and self-esteem
- Work with individuals to identify goals and evaluate progress
- Gain and share knowledge about local community assets (activity groups, courses, wellbeing sessions, volunteering opportunities) which clients could participate in.
- Maintain a positive group dynamic
- Work with suitable individuals to develop them as volunteers to help support the continuation of the peer support group
- Attend meetings with participating Primary Care Networks (PCNs) and with South Glos Council.
- Keep accurate records and collect data as required
- Be able to write case studies / objective reports
- Attend Southern Brooks team meetings and work with colleagues across the organisation to fully understand what community assets are available
- Contribute to quarterly reports
- Be able to manage the hubs independently in the absence of the Project Manager

### 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 clients. 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

- The nature of the duties of this post will require you to travel on business on a regular basis, so you must either have a current driving licence and provide a car or have access to appropriate means of travel.
- If you use your vehicle on authorised Southern Brooks business, you will receive a mileage payment. The allowance is provided on the condition that your own insurance covers you for business use and indemnifies Southern Brooks against claims (including those concerning passengers) arising out of the use of the vehicle on official business.

**Last updated:** January 2024

**Date of next review:** January 2025