|  |  |  |
| --- | --- | --- |
|  | **POST TITLE:** | **Wellbeing Development Assistant** |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Grade 5 Job Evaluation Reference. No. N6828 |
|  | **LOCATION:** | Your normal place of work will be a designated Culture & Sport Development Locality Team office. However you may be required to work at any council workplace within County Durham |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post.

**Disclosure & Barring Service:** Subject to DBS Enhanced disclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Locality Delivery Manager (Programmes) and will work with a range of Council staff, community organisations and local delivery partners

1. **DESCRIPTION OF ROLE:**

To deliver a range of activities in community settings to facilitate lifestyle and behaviour change in individuals and promote community wellbeing (e.g. group exercise, walking, running, cycling, brief advice and events).

To encourage volunteering, and promote community leadership to ensure initiatives which are sustainable in the longer term.

To work with internal and external partners and local community networks to ensure that service delivery responds to local community needs.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

* Deliver a range of physical activities and interventions to facilitate lifestyle and behaviour change and promote wellbeing in local communities
* Develop related volunteering opportunities and provide associated mentoring and support to volunteers, leaders and instructors
* Form new and creative partnerships with other local agencies to ensure that residents are provided with high quality opportunities to get involved
* Disseminate promotional literature and general programme information
* Ensure monitoring and recording systems are in place and maintain appropriate records to enable effective monitoring and evaluation of the service
* Organise all equipment and resources to aid the smooth running of programmes
* Contribute as required to the promotion and delivery of special events and initiatives
* Provide a range of additional support as may be required by the Sport & Leisure Development Team to fulfil general service plan objectives

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification: Wellbeing Development Assistant

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications | NVQ Level 2 or equivalent qualification in a related area  Leadership qualifications in cycling and/or walking and/or running, or a willingness to work towards these  NVQ Level 2 Certificate in Fitness instructing (Exercise to Music) or equivalent or a willingness to work towards these | Member of the Register of Exercise Professionals  Cascade Walk Trainer Qualification  NHS Health Check Trained  First Aid Qualification | * Application form * Selection Process * Pre-employment checks |
| Experience | Experience in delivery of adult and family focused programmes  Experience in working with hard to reach people and communities  Experience of working with and in support of community groups  Experience in helping people to improve their lifestyle  Experience in mentoring and supporting volunteers | Experience of monitoring and evaluation impact of sessions/programmes  Experience of working to performance targets | * Application form * Selection Process   Pre-employment checks |
| Skills/knowledge | Knowledge of health & lifestyle issues and an understanding of the factors affecting health & well being  An understanding of health inequalities and potential impact on health & wellbeing  Ability to inspire, motivate and encourage others  Ability to adapt activities appropriately dependent upon the needs of the client group  Excellent communication skills, and ability to communicate with people at all levels  Excellent planning and organisational skills  Ability to manage own time and act on own initiative  Ability to handle sensitive data with confidentiality  The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages | * Application form * Selection Process * Pre-employment checks |
| Personal Qualities | A positive attitude committed to excellent customer service  A positive approach to service delivery  Ability to relate to people from different backgrounds  Travel is an essential requirement of the post  Willingness to work unsocial hours, including evenings and weekends |  | * Application form * Selection Process * Pre-employment checks |