

Wellspring Healthy Living Centre Ltd
JOB DESCRIPTION



Job Title:	Physical Activity Co-ordinator and Wellbeing Practitioner
Salary	Hay Scale E: £20,513 - £22,497 per annum pro rata
Contract Term	Part-time – 18.75 hours per week
Responsible to:	Head of Services
Responsible for:	No one

Purpose of the job:

To deliver a 1:1 wellbeing support service based on the model of social prescribing and to co-ordinate Wellspring's physical activity programme

Main Duties and Responsibilities

Social Prescribing

1. Working with clients on a 1:1 basis using techniques, such as motivational interviewing, to draw on the client's strengths, preferences and support networks to improve their wellbeing
2. Support clients to tackle wider social issues, such as finances and housing, by making appropriate referrals
3. Work with the client using Five Ways to Wellbeing to identify activities and develop an action plan that will improve their wellbeing
4. Support the client to create and follow-through on their action plan
5. Assist and encourage clients to make their own decisions and choices
6. To partner and deliver with identified GP surgeries in Inner City Bristol.
7. To ensure accurate collection of monitoring and evaluation data

Physical Activity Co-ordinator

1. Ensure the smooth running of Wellspring's Physical Activity programme, including the co-ordination of a Sport England-funded physical activity programme
2. Provide 1:1 advice to support clients to engage with physical activities both at Wellspring HLC and across the local area, and, if necessary, accompany them to an activity for the first time
3. Collect and analyse data relating to the stated outputs and outcomes of funders
4. Support the evaluation of physical activities including those evaluations led by external organisations

5. Support the development of client pathways to and from physical activities
6. Build a network and knowledge of the physical activities on offer in the local area
7. Together with Head of Services identify gaps in provision and generate ideas for future funding
8. Together with Wellspring's Marketing Manager, develop off-line collateral and social media content
9. Attend meetings, including those at local GP surgeries to raise the profile of Wellspring's Physical Activity programme

General Duties

1. Work carried out must accord with current legislation, regulations, codes of conduct, procedures and policies of Wellspring Healthy Living Centre.
2. Participate in training and professional development as required.
3. Participate in staff supervision sessions, clinical supervision and employee development reviews.
4. Attend staff and team meetings.
5. Work as part of the Health and Wellbeing Team to provide peer support and inform the delivery of the service.
6. Undertake such other tasks as may reasonably be required commensurate with the grading and nature of the post.

Notes

This post may require some out-of-hours working (evenings and weekends).

The post holder will be required to travel and attend meetings across the area.

This role requires the post holder to undergo a Disclosure and Barring Service check (previously CRB) check in relation to working with vulnerable adults and young people.

Person Specification Wellbeing Practitioner

	ESSENTIAL	DESIRABLE
Qualifications	Educated to a minimum NVQ Level 3 or equivalent A levels	Relevant health or wellbeing related qualification Sports Science Qualification or equivalent experience
Experience	<p>Experience of working in a highly-confidential manner</p> <p>Experience of working holistically, on a one-to-one basis, with people with poor mental health or with low wellbeing</p> <p>Experience of coordinating or delivering physical activities</p> <p>Experience of working in a culturally-diverse area</p> <p>Experience of monitoring outputs & outcomes</p> <p>Ability to use an enabling approach and developing independence in clients</p>	<p>Working with people who have social and emotional needs</p> <p>Have an understanding of the change process and how to elicit and maintain changes in behaviours</p> <p>Previous work within primary care or a community setting</p>
Specific Skills/ Knowledge	<p>Genuine passion for asset-based approaches to improving the health and lives of local residents</p> <p>Knowledge of motivational interviewing and brief-solution interventions</p> <p>An understanding of the benefits of a range of physical activities</p> <p>Excellent organisation, planning and project management skills.</p> <p>Excellent interpersonal, relationship and communication skills to work with a range of stakeholders and diverse communities.</p> <p>Excellent IT skills, including word processing, spreadsheets, email, and web research</p> <p>Building and maintaining good relationships with partner organisations</p>	<p>Knowledge of different activities and services in the local area that support wellbeing.</p> <p>Speaker of a South Asian language</p> <p>Knowledge of inner-city Bristol, or a similar area and the issues facing local residents</p>
Attitude	<p>An enthusiasm for physical exercise</p> <p>Able to work in a flexible, collaborative and supportive manner</p> <p>Ability to work on own initiative</p> <p>Willingness and ability to work outside normal office hours and across multiple sites</p>	<p>A willingness to undertake any other duties commensurate with the post</p>