

Community Health & Wellbeing Development Officer

Grade 6: £24,719 - £28,311

(Employee benefits include access to local government pension scheme, competitive annual leave entitlement, flexi time and agile working, employee health and fitness membership, and discounted food and beverage in Newport Live facilities for all our employees)

Newport Live is an award winning not for profit sport, leisure, arts, and cultural trust; a registered UK Charity with an excellent track record for delivering innovative engagement programmes and providing services to our communities that *'inspire people to be happier and healthier'*.

We are excited to be advertising new positions in our forward-thinking Community Sport & Wellbeing team, where we have recently refreshed several roles in line with our ambitious development plans. The work of the team and our programmes, projects and interventions is highly regarded locally, regionally, and nationally by a wide range of partners. [Click here](#) to get a better insight into our Community Sport & Wellbeing team's work!

We are looking for a highly organised and enthusiastic individual, who is passionate about working with families within a health and wellbeing setting, and who can demonstrate a sound understanding of health and wellbeing agendas; or be able to evidence transferable skills from a community, sport, and physical activity development role where they have experience of project management and working in partnership with external agencies.

The role is varied and exciting, providing an integrated programme of support to children, young people, and their families who are living, or at risk of living, in poverty throughout Newport; helping them to improve their health and wellbeing. You will support families, encourage a healthy lifestyle, and provide universal health promotion messages through specifically targeted health and wellbeing interventions. A key requirement of this role will be to support families, and to co-ordinate and deliver health and wellbeing workshops in schools and communities.

The post is fixed term until 31st December 2022 (Families First) covering maternity leave, but is subject to further grant agreements, linked to Newport City Council's active commissioning process of which we are a part of. The post is 37 hours per week, flexible working Monday to Friday, with some evening and weekend work. You would be based at one of our facilities with the agility to work across Newport leading and supporting a wide range of interesting projects and interventions.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

If you are an experienced development professional who is up for the challenge of working in a fast-paced supportive team and organisation - then you could well be what we are looking for and we'd love to hear from you! For an informal discussion about the post please contact jaime.tudor@newportlive.co.uk Community Health & Wellbeing Development Manager, or via Customer Services on 01633 656757, asking to speak with Jaime Tudor.

Application Process - You can download an application form and job description via the Newport Live website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk
Closing date for applications: Friday 29th April 2022 12pm
Interviews: Friday 6th May 2022

www.newportlive.co.uk
April 2022

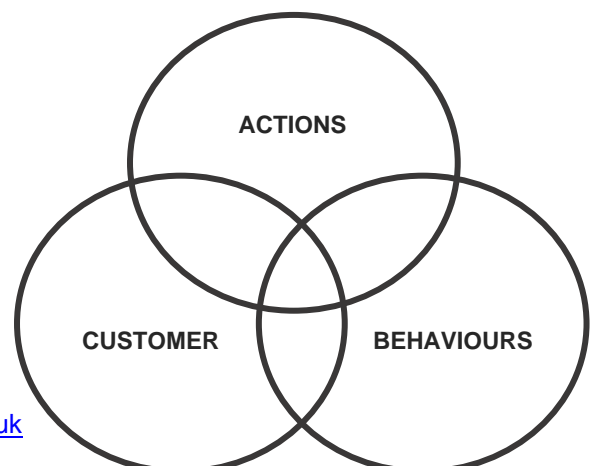
JOB DESCRIPTION

POST:	COMMUNITY HEALTH & WELLBEING DEVELOPMENT OFFICER
JOB PURPOSE:	To coordinate, facilitate, and deliver community-based health and wellbeing operational activities, projects, and interventions across Newport, assisting the Community Health & Wellbeing Development Manager and the Community Sport & Wellbeing Team in Newport Live, whilst working proactively with a wide range of partners and our communities, on behalf of children, young people, families, and adults.
RESPONSIBLE TO:	Community Health & Wellbeing Development Manager
SALARY:	Grade 6 (SCP 25-29 £24,719 - £28,311)
KEY RELATIONSHIPS:	A wide range of local delivery and strategic partners (e.g. Sport Wales, Public Health Wales), local authorities and their services (e.g. Education, Social Services, Preventions, Community Development), local service board representative organisations (e.g. Aneurin Bevan Public Health Team), the Community Sport & Wellbeing team, Newport Live colleagues, the community, children, young people, families, and adults.
BASE LOCATION:	Newport International Sports Village - requiring the ability to travel to all Newport Live facilities, and communities or venues locally and regionally. Flexible working from home or other locations supported.
WORKING HOURS / PATTERN:	37 hours per week – on a regular basis the postholder will be required to work flexibly and this will include unsociable hours including evenings and weekends.
MANAGEMENT RESPONSIBILITY:	Development Workers, Community Sports Coaches, Wellbeing Coaches, and Young Ambassadors/Volunteers.

I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will be subject to a disclosure and barring check.

KEY RESPONSIBILITIES:

- 1 Coordinate, facilitate and deliver community health and wellbeing operational projects, activities, and interventions, leading to improvements in health and wellbeing, increases in sport and physical activity participation and improvements in mental and emotional wellbeing by children, young people, adults/families, and underrepresented groups.
- 2 Provide supervisory and line management support to Community Health & Wellbeing Development Workers, Wellbeing Coaches, Community Sports Coaches, Young Ambassadors, and Volunteers; ensuring Newport Live's vision, mission and values are understood.
- 3 Recruit, support, develop, and train young ambassadors, volunteers, coaches, development workers, and apprentices or FE/HE placements, to assist in the delivery of programmes, projects, and interventions.
- 4 Be open to working positively with new and existing partners, and sporting and non-sporting organisations locally, regionally, and nationally that could add value to the community health and wellbeing development programme, demonstrate social value, and the value of community sport, health, and wellbeing on children and young people's lives.
- 5 Coordinate, facilitate and deliver community health and wellbeing programmes, projects, and interventions in communities, providing sound knowledge and experience on aspects of health and wellbeing, the benefits of physical activity, and 'sport for social good' principles.
- 6 Operationally support, assess, and deliver a seamless referral pathway to the Families First Health and Wellbeing Team from Team Around the Family / SPACE-Wellbeing panel, creating support opportunities for children and families which will increase inactivity levels, and promote the improvement of social and emotional wellbeing and general health improvements.
- 7 Implement and review individual and family-based action plans, supporting families throughout this period of engagement to reduce the barriers to living a healthy lifestyle.
- 8 Coordinate, facilitate, and deliver health and wellbeing development projects, workshops, and interventions in communities and schools, providing expert knowledge on all physical activity, nutrition and emotional wellbeing support whilst providing training and guidance.
- 9 Operationally lead on the capture of data, evidence, and progressions of participants for the reporting of social value and participation to key funders and partners, supporting the Community Health & Wellbeing Development Manager with reports, case studies, and strong robust outcomes.
- 10 Operationally lead the implementation and coordination of robust 'session/project overviews' with the Community Health and Wellbeing Development Manager, reviewing term-time, holiday, and community sessions, events, and projects alongside national insight, intelligence, and best practice; ensuring there is continuous improvement at all times.
- 11 Work collaboratively and supportively with colleagues across the Community Sport & Wellbeing team, wider organisation, and with our external partners; creating positive relationships, demonstrating excellent communication skills, and acting professionally at all times.
- 12 Support with the monitoring of budgets, financial planning, and associated income and expenditure of grant and contracts related to projects and interventions you coordinate, as agreed by the Community Health & Wellbeing Development Manager; keeping associated financial records, following financial processes, and effectively using Newport Live's financial systems, policies, and regulations supported and guided by Newport Live's Finance & Resources Team.
- 13 Support the Community Health & Wellbeing Development Manager, and other programme managers and colleagues, in supervising and leading with integrity, supporting a high-performance culture, and in maintaining a trusting, inclusive, and productive environment for all employees.

- 14** Operationally provide and monitor robust data capture methodologies to deliver participation and programme performance data for community health and wellbeing related programmes, projects and interventions within the Community Sport and Wellbeing Team, ensuring strong outcomes and evidence are reported.
- 15** Operationally lead the delivery and coordination of safe and inspirational community health and wellbeing programmes, projects, and interventions, including safely supporting participants, the safety of staff, utilising risk assessments, and best practice Health & Safety guidance as per Newport Live policies, processes, and procedures.
- 16** Work to all Safeguarding and Health and Safety policies and plans, with direction from the Community Health & Wellbeing Development Manager, ensuring the operational delivery of programmes, projects, interventions, and staff are safe.
- 17** Take ownership of personal performance and development, completing all training programmes and opportunities required and identified to complete your role, including attendance at external training programmes as agreed with the Community Health & Wellbeing Development Manager.
- 18** Be an ambassador for the Newport Live Brand, representing the Community Sport & Wellbeing team and organisation in dealings with all internal & external stakeholders; managing the collective expectations, queries and objections of Newport Live colleagues and undertaking any other duties, commensurate with the grade and of this post as directed by the Community Health & Wellbeing Development Manager, and Head of Community Sport & Wellbeing.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

COMMUNITY HEALTH & WELLBEING DEVELOPMENT OFFICER

PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 Educated to degree level, or 3 years' experience in a Health and Wellbeing, Community Sports Development, Sport for Development, or Physical Activity Development related role (A,I)</p>	<p>1.2 Sport and Physical Activity, or Health and Wellbeing, or Youth and Community related degree, or Leisure and Recreation Management qualification (A)</p> <p>1.3 ILM Leadership and Management (Level 4/5) (A,I)</p> <p>1.4 National Governing Body (NGB) Level 1 /2 coaching qualification, 1st 4 Sport Level 2 Certificate in Coaching (sport and physical activity), Health and Wellbeing, Fitness, or Youth and Community accredited qualification (A,I)</p> <p>1.5 Level 4 Nutrition and Weight Management qualification (A)</p> <p>1.6 Mental Health First Aid Qualification or similar (A)</p> <p>1.7 Sports Leaders UK Tutoring Qualification, Award in Education & Training (AET, formerly PTLLS), or equivalent (A,I)</p> <p>1.8 First Aid Qualification (A,I)</p>
Knowledge, Skills & Competencies	<p>2.1 Understand the wider determinants of health and wellbeing, and the benefits of physical activity (A,I)</p> <p>2.2 Understanding of the motivation of clients and volunteers in a health and wellbeing environment (A,I)</p> <p>2.3 The ability to lead, coordinate, and deliver sport and physical activity sessions, that are inclusive to all (A, I)</p> <p>2.4 Knowledge of monitoring and evaluation / administration procedures and systems required to coordinate and lead projects (A,I)</p> <p>2.5 Knowledge and understanding of health & safety, safeguarding, and first aid in relation to the delivery of</p>	<p>2.6 Understanding of the motivation of children and young people, family and community circumstances, and adverse childhood experiences (A, I)</p> <p>2.7 Ability to persuade partners organisations of the value and impact of community health and wellbeing, and physical activity upon people's lives (A,I)</p> <p>2.8 Able to utilise digital technology to capture, monitor, and evaluate participant data and outcomes (A,I)</p> <p>2.9 Knowledge of Social Inclusion, Anti-Poverty, Community Safety, Health and Wellbeing, Education, and Equality and Inclusion strategic agendas, programmes and initiatives (A,I)</p>

	projects, activities, and interventions; with the ability to follow best practice, policies, procedures, and training. (A,I)	2.10 Ability to communicate effectively using the Welsh Language (A)
Experience	<p>3.1 Experience of leading, coordinating, and delivering community health and wellbeing, and/or sport, physical activity and wellbeing projects, interventions, and activities in partnership (A,I)</p> <p>3.2 At least 3 years' experience working in hsealth and wellbeing, and/or sport and physical activity environments including delivering projects, large events, and innovative approaches to engaging people to improve their overall health and wellbeing, mental health, and/or be more physically active (A,I)</p> <p>3.3 Able to demonstrate experience of working with children, young people and families within sporting, physical activity, health and wellbeing, and/or community environments (A,I)</p> <p>3.4 Experience of identifying, recruiting, training, deploying, and mentoring of community sports coaches, volunteers and/or young ambassadors (A,I)</p> <p>3.5 Experience of monitoring and evaluation, data collection and analysis for reports (A,I)</p>	<p>3.6 Experience of supervising, line management, mentoring, and supporting development workers, community sports coaches, and volunteers (A,I)</p> <p>3.7 Experience of managing a financial budget and monitoring procedures of income and expenditure (A,I)</p> <p>3.8 Experience of successfully accessing funding opportunities (A,I)</p> <p>3.9 Experience of producing reports for management, partners, and/or funders that demonstrate outcomes (A,I)</p>
Personal Attributes	<p>4.1 Passionate about the value of health, wellbeing, and physical activity; and its impact on the wellbeing of individuals and differing communities (A,I)</p> <p>4.2 Ability to work on own and under pressure, being intrinsically motivated (I)</p> <p>4.3 Excellent organisational, interpersonal, negotiation, and communication skills (I)</p> <p>4.4 Ability to balance a busy and varied workload, prioritising effectively (A)</p> <p>4.5 Ability to uphold and live by Newport Live's vision and values (I)</p>	

	4.6 The ability to work regular, evenings, weekends (A)	
Other	<p>5.1 Possess a current driving licence, use of own vehicle, and the ability to travel widely locally, regionally, and nationally (I)</p> <p>5.2 Commitment to undertake further training (I)</p>	<p>5.3 Able to deliver training and education programmes for pupils, families, community members, and to voluntary sector groups to improve health and wellbeing knowledge and understanding within community environments (I)</p>

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre