

FAMILY HEALTH & WELLBEING ASSISTANT OFFICER (Maternity cover)

Grade 5 SCP 21-25
£21,330 - £23,999
(Fixed Term until 30th September 2022)

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

Newport LIVE is looking to recruit a Family Health & Wellbeing Assistant Officer on a fixed term basis until 30th September 2022. This post is essential to continue the programme through to the end of the financial year; whilst exploring potential future extensions of funding or commissioning opportunities that may arise moving forward post September 2022.

Newport Live is a not-for-profit organisation and registered UK Charity, with a great track record delivering sport, physical activity, leisure, arts and cultural services and programmes.

Working within the Newport LIVE Community Sport and Wellbeing Team, the successful applicant will be part of the Families First funded Family Health and Wellbeing team which provides an integrated programme to support 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 to enjoy wellbeing.

Our ethos is to ensure families are supported and encouraged to live a healthy lifestyle. This may be in the form of universal health promotion messages and activities, or through specifically targeted health and wellbeing interventions depending on need. We aim to provide varying levels of support and intervention to families with health needs and inequalities.

Interested candidates will need to have a sound understanding and experience of health and wellbeing agendas; or be able to evidence transferable skills from a Sport and Physical Activity Development role where they have experience and knowledge of project management and working in partnership with external agencies. Applicants must be passionate about working with families within a wellbeing setting.

A key requirement of this role will be to co-ordinate and deliver workshops associated with the promotion of health and wellbeing, both in schools and local communities.

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

For an informal discussion about the post please email Jaime Tudor, Senior Health & Wellbeing Development Officer Jaime.tudor@newportlive.co.uk to discuss further.

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

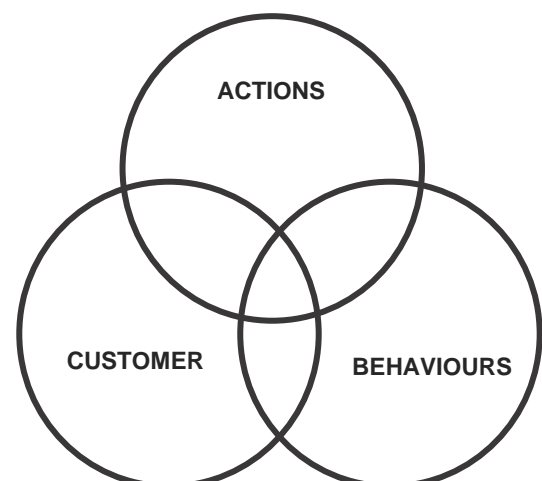
JOB DESCRIPTION

POST:	Family Health & Wellbeing Assistant Officer
JOB PURPOSE:	To support the Families First Family Health and Wellbeing team and consortium to deliver a range of physical, nutritional and emotional health related workshops and provide support for children, young people and families with health inequalities on a 1:1 basis.
RESPONSIBLE TO:	Senior Health & Wellbeing Officer
SALARY:	Grade 5 SCP 21 – 25 £21,330 - £23,999
KEY RELATIONSHIPS:	Senior Families First Health & Wellbeing Officer, Families First Health & Wellbeing Officer, Families First Health & Wellbeing Co-ordinators, Families First Health & Wellbeing consortium members, Sport & Physical Activity Development Team, Newport Live staff, Schools, Community Groups and Facilities, Voluntary Sector Groups, Clubs and volunteers, Coaches and Leaders, Community Representatives – Children, Young People, Adults and Families.
BASE LOCATION:	Based at the Newport International Sports Village, Regional Pool & Tennis Centre
MANAGEMENT RESPONSIBILITY:	Health & Wellbeing Support Workers, Casual Coaches & 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 subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** To assist the Senior Family Health and Wellbeing Officer and Family Health and Wellbeing Team to co-ordinate, develop, deliver, report and evaluate on a broad programme of inclusive activities intended to improve the health and wellbeing of young people, adults and families.
- 2** To liaise, develop and maintain strong relationships with the Family Health & Wellbeing consortium and partner organisations to achieve desired outcomes.
- 3** To establish close collaborative working relationships with the service user by providing encouragement and support at all times during 1:1 referral work.
- 4** To have good knowledge of Health and Wellbeing targets, and projects delivered by Families First consortium partners, and to provide advice, guidance and training to partners and colleagues.
- 5** To support the team with monitoring and evaluation input and analysis of client progress, and to support the team in administering the allocations of referrals and the processes for targeted individuals and groups of 'at risk' children, young people and their families.
- 6** To actively maintain and improve seamless referral processes with Families First partners and other organisations in order to provide accessible programmes and support to children, young people and families.
- 7** To provide educational delivery on health prevention themes such as; healthy eating, physical activity, emotional wellbeing and smoking prevention in a variety of school and community-based settings.
- 8** To increase public awareness of local health and wellbeing opportunities by promoting and communicating information about programmes to the local population of Newport.
- 9** Ensure all initiatives and projects are effectively monitored and evaluated, and that participation and outcomes are recorded on a daily / weekly basis. To assist with the production of statistics, quarterly reports and work programmes as required by the Senior Family Health & Wellbeing Officer and Family Health & Wellbeing Officer.
- 10** Undertake other duties as directed by your line manager that are commensurate with the grade of the post.

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.

FAMILY WELLBEING ASSISTANT OFFICER – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 Knowledge of Health and Wellbeing projects and development approaches (A, I)</p> <p>1.2 Knowledge and experience of delivering Health and Wellbeing messages (A, I, P)</p> <p>1.3 Knowledge and understanding of health & safety linked to the delivery of health programmes (A, I)</p>	<p>1.4 Health / Sport Related degree or leisure and recreation / management qualification (A, I, C)</p> <p>1.5 First Aid at Work certificate/Safeguarding and Child Protection Level 2 certificate (A, I, C)</p>
Knowledge, Skills & Competencies	<p>3.1 The ability to work in partnership in addition to working on your own initiative (A, I)</p> <p>3.2 The ability to work to set timescales and deadlines. Adaptable in high pressure situations (A, I)</p> <p>3.3 Possess excellent communication skills both oral / written and have the ability to interact effectively with a wide spectrum of partners, particularly young people (A, I)</p> <p>3.4 Possess excellent organisational skills (A, I)</p> <p>3.5 The ability to motivate and lead young people while understanding the social issues of families living in deprived communities (A, I)</p> <p>3.6 To possess a 'young person first' approach to the development of programmes (A, I)</p>	<p>3.7 The ability to lead and plan activity sessions with a variety of target groups such as individual families (A, I)</p>
Experience	<p>3.1 Experience of working with children, young people, and adults within a Health setting (A, I)</p> <p>3.2 Able to demonstrate experience of working with young people and families within community environments (A, I)</p>	<p>3.3 Experience of supporting or developing young people (A, I)</p> <p>3.4 Experience of working with partner agencies and groups (A, I)</p> <p>3.5 Promotion and marketing of health and wellbeing programmes to children, young people, parents and referring agencies. (A, I)</p>

Personal Attributes	<p>4.1 Highly motivated (A, I)</p> <p>4.2 Reliable and punctual (A, I)</p> <p>4.3 A commitment to participate in continued professional development (A, I)</p> <p>4.4 Passionate about improving the health and wellbeing of families within Newport (A, I)</p>	
Other	<p>5.1 Ability to work flexible hours (A, I)</p> <p>5.2 A full driving licence and the ability to travel extensively across Newport (A, 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