Job Description

Job Title: Oakley Community Wellbeing Project Co-ordinator
Post No: CBC/
Grade: Grade E £20,661 to £22,658
Division: Chief Executives Division
Location: Oakley Resource Centre
Responsible to: Participation and Engagement Team Leader

Part A: - Introduction

Job purpose
Cheltenham Borough Council has secured funds from the Gloucestershire Prevention and Self Care fund for a transformational project that is strengths-based and puts local residents at the forefront of providing wellbeing support and advice to their communities. This is one of six similar projects being delivered in communities throughout Gloucestershire.

Based in Oakley, the project co-ordinator will develop a community-based model that creates the right culture, environment and conditions to enable people to look after their health and wellbeing themselves. The aim of the project is Individuals have the knowledge, skills and confidence to self-care and live in well-connected, resilient and empowered communities.

Accountabilities and performance standards
The project will have the following outcomes:

- Build the knowledge, skills and confidence of individuals from areas of high health needs to lead healthy lifestyles.
- Develop a ‘social movement’ that promotes personal responsibility in the achievement of good health and wellbeing.
- Communities can benefit from easily accessible health and wellbeing support and advice
- Evaluate the benefits to individual health and wellbeing and to the sustainability of the health and care system of community development approaches

The project will be managed locally via a health and wellbeing working group that will bring together key stakeholders including Community-based organisations such as Oakley Residents Association and Cornerstone, and service providers such as Cheltenham Borough Homes, GPs, The Cheltenham Trust, the Children’s Centre, Oakwood School, Police, and District Nurses/Health visitors.

The post-holder will have their work directed by this small working group as well as by a nominated manager from Cheltenham Borough Council.

An extensive evaluation of the project will be undertaken by UWE and partners to test the impacts on individuals and communities but also the wider health and care system in terms of demand reduction.

The post-holder will be expected to play a significant part in the evaluation process.
Part B: - Job Specifics

Co-ordinate the health and wellbeing working group that will oversee the project.

Scope out the health picture of local residents:
- Use the health profiles provided by the county council as a basis of a baseline set of data; and supplement this with other local data and evidence including feedback from:
  - Local residents
  - Local health professionals eg GPs
  - Local stakeholders

Work with groups of residents to scope out community assets that can support health and wellbeing and identify what works well, what are the barriers, what could be done differently to increase health and wellbeing. These assets could be:
- Local residents themselves
- Local community groups
- Services and activities provided by agencies
- Local buildings and open space

Work with groups of residents to identify and agree a programme of health interventions: These might be physical activity sessions or sessions to improve people’s wellbeing

Ongoing support for residents via community development support;

Develop a robust plan for the future of the project and how this might be sustained in a partnership between local residents, health and care providers and other organisations.

Work with UWE to evaluate impact of interventions using updated data from:
- Resident Surveys
- Surveys with health professionals eg GPs
- Workshops with local residents – identify health ambassadors
- Use Warwick Edinburgh Mental well-being scale

Part C: Corporate standards

Own personal management and development

a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.

b) to ensure that the council’s equal opportunities policies are followed and actively practice social inclusion within own area of service.

c) to read and respond to corporate communications and information which is disseminated.

d) to participate in the council’s agreed performance appraisal system.

Responsible for all physical resources and budgets.

a) there is no budget responsibility with this post;

b) ensure all resources (including IT hardware and software) are used safely, legally and efficiently.

c) to comply with standing orders, financial regulations and all other council policies and systems for ensuring financial probity;
3. Professional / technical
   a) maintain personal professional/technical competence within the service area;

4. Other responsibilities
   a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.

   b) To comply with all aspects of the corporate health, safety and welfare policy

   c) To carry out any other duties that may be required commensurate with the general level of responsibility for the post.
Applicants Please Note: You may retain this form for your information.

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<th>Division: Commissioning</th>
<th>Job title: Oakley Community Wellbeing Project Co-ordinator</th>
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Does this post require a Criminal Records Bureau disclosure? YES (delete as appropriate)

If yes, at what level, ENHANCED

If the answer is YES, the post is considered to be exempt under the Rehabilitation of Offenders Act (1974) and applicants must be prepared, if offered the post, to complete a Criminal Records Bureau disclosure form and allow the appropriate checks to be carried out.

### Essential Criteria (it is essential that applicants satisfy the criteria listed in boxes A to E)

**A. Skills and Abilities**
(including basic, technical, communication, managerial skills, skills dealing with people, etc.)

- Negotiating skills with external partners, frontline service providers, convincing them of the need to support the local community, sometimes arguing for them to take actions they might not want to take.
- Negotiation and persuasion skills with local residents (on a daily basis) convincing them of the need to live their lives differently, sometimes arguing for them to take actions they might not want to take.
- Promotional skills with local residents, partner agencies and council officers and members
- Presentation skills are needed to present to forums such as the Prevention and Self-Care Board.
- Will include both written and verbal communication
- Training skills to inspire and enthuse local residents to manage their health and care
- Ability to organise own time effectively
- Ability to work on own or part of a team
- Ability to work within procedures
- Ability to organise project delivery
- Ability to manage a budget and to produce financial reports.
- Ability to communicate clearly at all levels with excellent ability to write in plain English for various audiences.

**B. Knowledge**
- Advanced knowledge of community development, health inequalities and social inclusion

**Assessment via**
- Shortlist / Interview

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| • Detailed knowledge of data protection and information sharing guidelines  
  • Detailed knowledge about the Government's health agenda and the county-wide sustainability and transformation plan | |

| C. Work Related Experience (including voluntary/unpaid work) | |
| Experience of working within at least one of the following areas: | Shortlist / Interview |
| • Health and wellbeing  
  • Children and young people  
  • Families  
  • Community Development | |
| • Experience of working in partnership to deliver effective outcomes.  
  • Experience of engaging with key partners and the community using a range of engagement techniques  
  • Experience of working within teams on large and complex projects. | |

| D. Qualifications - for which there is a legal/professional requirement | Shortlist / Interview |
| Degree level qualification or good standard of general education | |

| E. Circumstances | Shortlist / Interview |
| (e.g. the office is a non-smoking environment). | |
| • Will require a DBS check | |

| F. Desirable Criteria | Shortlist / Interview |
| (It is not essential to satisfy these requirements, but they may be used during shortlisting) | |
| • Experience of developing and managing volunteers.  
  • Knowledge of the local voluntary and community sector and knowledge of the Gloucestershire Compact  
  • Access to own car  
  • Experience of evaluating projects | |