

# JOB PROFILE

<b>Job Title:</b>	Community Wellbeing Assistant
<b>Service Area:</b>	Community Wellbeing
<b>Grade:</b>	4
<b>Reporting Manager:</b>	Community Wellbeing Team Leader
<b>Direct reports:</b>	None

## Job summary:

To assist the Community Wellbeing Team to provide community wellbeing services to local residents, in particular supporting with the planning and delivery of food education programmes throughout North Herts, Stevenage and Welwyn Hatfield.

To contribute to the promotion of the benefits of pursuing a healthy lifestyle to the local community and specifically target groups who would benefit from support to engage in relevant services e.g emotional wellbeing support, physical activity, healthy eating and budgeting initiatives.

To assist the team to monitor the success of the services.

## Key responsibilities:

To assist the team to consult with the local community and partners about unmet health and wellbeing needs, in particular groups who are not represented in local services, and to support the analysis of this information.

To identify innovative and effective ways of marketing community wellbeing activities and to the development of team newsletters, web pages, digital media channels and the distribution of printed materials.

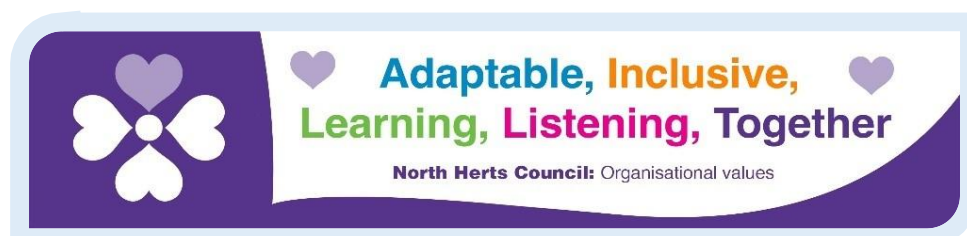
To support the development and delivery of activities that improve the wellbeing of local residents with a particular focus on food education workshops delivered using the Crisis Resilience Fund grant throughout North Herts, Stevenage and Welwyn Hatfield.

To deliver effective brief interventions with local residents to support them to identify appropriate community activities to support their wellbeing and to refer onto specialist organisations where more in-depth advice and support is required.

To support the team to promote the importance of maintaining a healthy lifestyle amongst the local community, other professionals and colleagues.

To assist the team to engage with stakeholders to ensure the services we and others provide meet the identified needs of the local community.

To complete administration tasks that support the delivery of the services by the Community Wellbeing team including making and answering telephone calls, sending and responding to emails.



To assist the team to gather data to help monitor and evaluate the success of the services delivered by the team

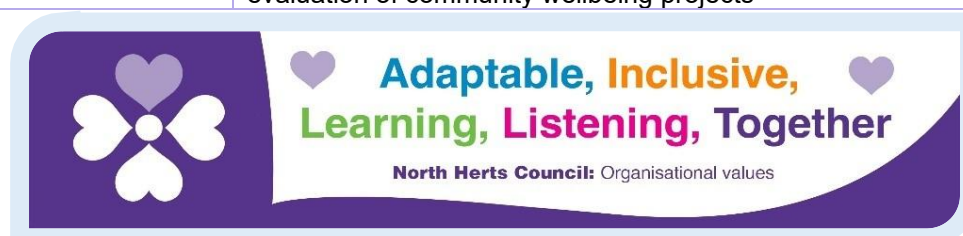
To undertake additional training and qualifications in health improvement.

To be present in meetings where this is required and appropriate, such as local networks or departmental meetings.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:		Essential desirable
<b>Qualifications:</b>	Educated to GCSE / level 2 standard or equivalent.	E
	Basic level certificates in Word and Excel.	D
	Willingness to undertake further learning and development in health improvement.	E
	QCA Level 3 qualification in health improvement or a related discipline.	D
<b>Job related experience &amp; knowledge:</b>	Experience of assisting in the delivery of community projects that encourage healthy lifestyles.	E
	Experience of analysing simple information to provide basic reports.	E
	Experience of working as part of a team.	E
	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	Knowledge of Financial Regulations	D
	Experience of working in community wellbeing / social care / health improvement environment.	D
	Knowledge of the importance of maintaining a healthy lifestyle e.g healthy eating, regular exercise, emotional wellbeing support.	E
	Knowledge of the barriers particular groups or individuals may face to maintaining a healthy lifestyle.	E
	Knowledge of issues that relate to equality of opportunity for the local community.	E
	Knowledge of the basic health & safety requirements applicable to the delivery of community projects.	E
Experience of supporting the planning, monitoring and evaluation of community wellbeing projects	E	



	<p>Experience of communicating with all sections of the local community and other professionals.</p> <p>Experience of providing basic advice, guidance and information in a verbal and written format.</p> <p>Experience of using behaviour change techniques and using motivational interviewing to help people change their behaviour.</p> <p>Experience of marketing and promotion of projects, including social media.</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Skills &amp; attributes required for the role:</b>	<p>Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.</p> <p>Ability to quickly analyse problems, prioritise and organise workloads and act on own initiative.</p> <p>Ability to identify ways in which groups in the local community can be encouraged to engage in healthy lifestyles and inspire people to change their behaviours.</p> <p>Ability to consult local communities, analyse the information and suggest ways to meet identified need.</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Other:</b>	<p>Experience of working as part of a team.</p> <p>Ability and willingness to work outside of normal hours occasionally including evenings and weekends.</p> <p>Should have access to a vehicle which is available for use at work and able to travel throughout North Herts, Stevenage and Welwyn Hatfield.</p> <p>This post is subject to a satisfactory checks with the Disclosure and Barring Service and is exempt from the rehabilitation of offenders act.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

Signed.....

Date.....

