



# Candidate Pack

## Health Pathways Officer - MOTW

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# Who are we?

Our vision at Groundwork is of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment, and where individuals and enterprise prosper.

Our mission is to inspire people and deliver positive sustainable change in places of need across the North East and Cumbria. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We work across the North East and Cumbria helping communities find practical sustainable solutions to the challenges they face. We provide training and create jobs, reduce energy and waste, reconnect people with nature and transform whole neighbourhoods. We are passionate about changing places and lives for the better. With over 200 staff across the region, and over 30 years' experience, we are always keen to hear from people with the drive and determination to make a difference and have lots of ways you can get involved. Many of our senior managers and executive team began their careers as volunteers or entry level project staff. By providing a range of training and continuous professional development opportunities at the local, regional and national level we are able to recruit and retain the very best.

Each year Groundwork makes an incredible difference to communities across the North East and Cumbria. We work on hundreds of individual projects each year, supporting disadvantaged communities but what's most important is how we change people's lives. Our local programmes and services are tailored to the needs of partners and communities in each locality. When all that local activity is added together, it becomes a major force for regional change.

We want you to be yourself at Groundwork and value everything that makes you unique. We recognise and celebrate people's differences and together we make Groundwork a great place to work. Groundwork are committed to safeguarding and protecting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment.



# What are we looking for?

We are looking for a creative, enthusiastic individual to join our *Moving On Tyne & Wear* programme, within the role of Health Pathways Officer.

In this pivotal role, you will have the ability to innovate and inspire participants to achieve positive outcomes. Acting as an advocate of the services and present a professional image of *Moving On Tyne & Wear* at all times.

We are seeking someone who is creative and flexible with excellent communication skills, who will be innovative in their delivery to develop positive relationships with employers, staff and participants. As a Health Pathways Officer, you will actively contribute to a culture of positive communication. You will be willing to come up with ideas and suggestions for new ways of working that will ultimately improve overall performance and service delivery, whilst being receptive to new ideas put forward by managers and peers to make positive change and organisational developments.

*Moving On Tyne & Wear* promotes the importance of social, environmental and financial sustainability. It is therefore the responsibility of all members of staff working on the programme to ensure resources are used efficiently with minimum wastage throughout their daily activities.

Like us, you will love North East England and want it to thrive. You will be keen to learn and work as part of a team, and be enthusiastic for charity initiatives and the role of benefiting communities.



## What difference will you make in the role?

- As a Health Pathways Officer, you will support and make a real difference to the lives of *Moving On Tyne & Wear* participants with autism, Learning Difficulties or Disabilities (LLDD) by moving them towards training and employment.
- Working in a small innovation partnership, the role will offer one-to-one support to help participants overcome the health barriers that prevent them from progressing.
- You will lead activities and work in partnership with other providers to tailor packages of support suited to individual's needs allowing them to better manage their conditions and move towards, or into, employment.
- Working closely with participants, the Pathways role will be responsible for supporting them through every stage of their journey, addressing barriers preventing engagement and introducing activities to support progression.



# Who will you be working for and with?

You will report to our Performance Lead, Jason Sheriff who is responsible for the Moving on Tyne & Wear team (Sunderland delivery) and management of a team of Navigators, MI & Quality Officer and an Administrator.



The Health Pathways role works on the Innovation Project which focuses on supporting individuals with Autism and LLDD. Working closely with participants and employers the Health Pathways Officer role will be responsible for supporting people with health problems to access mainstream activities and resources which will help better manage conditions and move towards or into employment.

You will coordinate externally with local employers, partners and funders such as corporate or statutory bodies e.g. local authority or government, and also not-for-profit/voluntary bodies. The role will also involve liaising with North East Autism Society- Mental Health Concern - who lead the Programme .



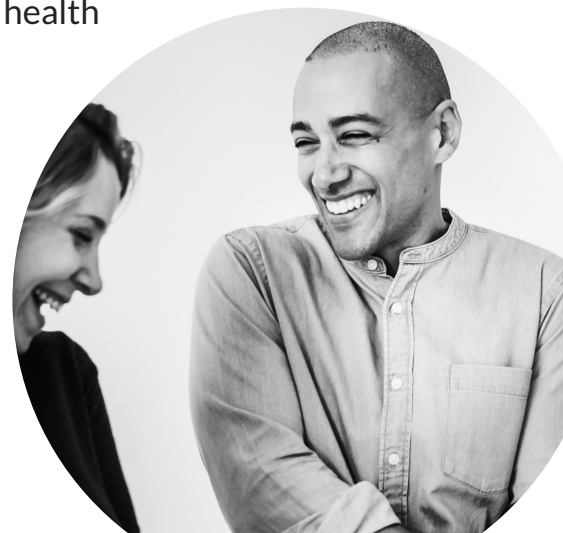
Groundwork is an organisation where everyone works together, works hard and takes collective responsibility - striving to make a difference to our local communities. As part of our Moving On Tyne & Wear/Youth, Employment & Skills team your role in supporting growth and sustainability of our business is key.

## What will your duties and responsibilities be?

- Work with referral partners to promote Moving On Tyne & Wear and the Pathways project to the targeted participants.
- Be responsible for supporting participants and carrying out personalised action planning to remove health barriers to progression.
- Promote good mental and physical health and wellbeing, and encourage and support activities which develop healthy lifestyles.
- Support holistic health assessments with all participants.
- Develop with participants an action plan with clear goals, identified barriers, and measures to overcome these barriers.
- Regularly review the progress of participants using the Outcome Star Tool.
- Manage a participant caseload and review ongoing progress, liaising closely with the full range of specialist partners as appropriate.



- To deliver specific initiatives to remove health barriers in partnership with innovation partners.
- Work in partnership and carry out joint key working in order to achieve improved outcomes.
- Support participants to access resources and services to increase their employability to help them achieve their goals.
- Provide information, advice, and guidance and support participants with job search, application/CV writing, and appropriate mock interviews.
- Promote volunteering opportunities through partners, as a stepping stone to employment and training.
- Identify and secure appropriate employment and training opportunities for designated participants.
- Promote participants to employers and assist in the placement of participants into jobs.
- Promote participants to colleges and training providers and assist in the placement of participants into further education and training.
- Provide ongoing support to participants once they have been placed into employment to ensure sustainability.
- Meet agreed performance targets and ensure that all project recordings and management information systems are adhered to and kept in place.
- Integrate, share knowledge, and spread best practice with other staff and partners within the Moving On Tyne & Wear programme.
- Link with appropriate statutory and voluntary services, both mainstream and specialist, as a means of promoting work, education, and leisure opportunities for people with health barriers to employment.
- Ensure that the service meets all relevant quality standards.



# What skills and experience do you need to apply?



## ESSENTIAL:

- Educated to GCSE level or equivalent, particularly in English and Mathematics
- Information, Advice & Guidance or Employment Related Services Level 3 or above
- Specialist knowledge of challenges faced by one or more of the following groups: LLDD and Autism, people with health conditions, BME, substance misuse, homelessness, offending.

- Successful employer engagement
- Experience of project development and delivery in a community setting.
- Working with vulnerable people in job seeking and/or other community support settings.
- Working to and meeting industry and internal service level standards
- Health & Safety and Equal Opportunities legislation and practices
- Ability to work effectively as a member of a team within a complex, changing and challenging environment
- Ability to develop positive, trusting and confidential relationships with participants
- Good written and verbal communication skills
- Professional, empathic and patient approach
- A flexible and positive approach to work
- Ability to achieve targets and deadlines whilst still maintaining quality

## DESIRABLE:

- Health & Social Care Level 3 or above
- Experience of supporting people with LLDD and/or Autism.

## What will we offer you...

- A competitive salary, currently starting at £21,500 per annum
- 37 hour working week
- Excellent holiday entitlement of 25 days rising to 27 days per annum, plus public holidays
- Family friendly policies to support work/life balance and time off in lieu for out of hours activities
- Business travel expenses.
- Better health at work activities
- Access to a Cycle To Work
- A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff life insurance scheme
- Friendly, team environment where we support each other to achieve





# Want to Apply?



Great, all you need to do is complete the application pack available on our website, located here:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

**All completed applications should be sent to:**

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**Moving On  
Tyne & Wear**

