

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Healthy Lifestyles Project Officer
<b>REPORTS TO:</b>	Healthy Lifestyles Lead Coordinator
<b>RESPONSIBLE FOR:</b>	Volunteers
<b>LOCATION:</b>	Coventry base with some travel across the WM

### JOB SUMMARY

To assist in the delivery of a portfolio of health and wellbeing projects and informal education in line with Groundwork West Midlands mission to improve life choices and behaviour change aligned to the Public Health and Wellbeing agenda. A focus of the role will be delivering our award winning healthy cooking projects such as Cook and Eat Well and Cook Together, Eat Together.

### KEY TASKS

- To deliver Groundwork West Midlands health and wellbeing projects, such as Cook and Eat Well and Cook Together Eat Together, and to ensure that they meet minimum standards and the needs of clients and partners.
- To work with line manager to build constructive relationships with key customers, to ensure the smooth running of our programmes and in the interests of sustaining relationships.
- To ensure that all monitoring returns are completed promptly and accurately and to the required standard for funders and stakeholders.
- To encourage formal and informal feedback from clients on the delivery, content and structure and to respond accordingly, reporting to line management.
- To carry out evaluation of programmes as required by Trust systems, clients and funding partners.
- Support projects within the wider Charity theme, as and when requested.
- To be alert to the safeguarding of young people, children and vulnerable adults, raising issues and concerns directly to line manager or trust child protection coordinator
- To support line manager and ensure that all activities are undertaken in line with Groundwork West Midlands health & safety policy. To understand and follow health and safety policies and procedures including undertaking risk assessments.

#### **People Management and Development**

- To participate in line management meetings and the performance appraisal process.
- To support volunteers working within the CHWB team and ensure they have the appropriate training to the required standard.

#### **Communication and Marketing**

Theme: Healthy Lifestyles

- To represent Groundwork West Midlands at appropriate meetings with a range of partners and stakeholders. This may include evening and weekend working.
- Develop and maintain close links with all sectors of the community, particularly local employers and those suffering disadvantage.
- To work with the marketing and communication manager to promote projects in local media, with partners and funders as deemed necessary to meet project requirements.

#### **Additional Responsibilities**

- Undertake training and development deemed necessary for the pursuance of the post
- Comply with The Equal Opportunities Policy and Procedure in all employment practices
- Comply with The No Smoking Policy
- Meet the travel requirements within the region
- Ensure adherence to environmental procedures
- Ensure that Health and Safety is observed in the course of employment
- Undertake other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Director.
- Work with due regard for Groundwork West Midlands core values and objectives.

**Date: May 2021**

**This post is exempt from the provisions of the Rehabilitation of Offenders Act. A DBS check will be required prior to appointment.**

# Person Specification

Note to Applicant: When completing your application form, you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified as a requirement for the post. (Note: Where items appear which have not been deemed essential, you should assume they have been considered desirable).

Factor	Criteria	Ranking (Essential or Desirable)	Shortlist Criteria (Yes or No)	Selection method used to evidence criteria (Application, Interview, Pre-employment stage)
<b>Qualifications</b>	Educated to Level 2 or equivalent in Maths and English i.e. GCSE A-C	Essential	<b>Yes</b>	Application Form
	Food Hygiene qualification at level 2	Desirable	No	Application Form
	Full driving Licence and access to own car for business travel	Essential	<b>Yes</b>	Application Form
	Relevant training/teaching qualification e.g. PTLLs, PGCE.	Desirable	No	Application Form
<b>Experience &amp; Knowledge</b>	Working knowledge of the health and wellbeing agenda.	Essential	<b>Yes</b>	Application form/Interview Process
	Experience in delivery of informal education and behaviour change programmes to individuals and diverse groups.	Desirable	No	Application form/Interview Process
	A broad understanding of the economic and social needs of residents living in disadvantaged neighbourhoods.	Essential	<b>Yes</b>	Application form/Interview Process
	Knowledge of healthy eating advice and good cooking skills.	Desirable	No	Application form/Interview Process
	Experience in planning sessions and resources for delivery.	Essential	<b>Yes</b>	Application form/Interview Process
	Experience of recruitment and engagement of participants from diverse communities.	Essential	<b>Yes</b>	Application form/Interview Process
	Experience of working in partnership with public, private and voluntary sectors, particularly related to health and wellbeing	Essential	<b>Yes</b>	Application form/Interview Process

# Person Specification

Factor	Criteria	Essential or Desirable	Shortlist Criteria (Yes or No)	Selection method used to evidence criteria
<b>Personal Skills and Ability</b>	Genuine interest in Health and Wellbeing.	Essential	<b>Yes</b>	Application form/Interview process
	Ability to work with minimum supervision.	Essential	No	Interview process
	Able to work to deadlines, dealing with competing demands and to prioritise own work programme.	Essential	<b>Yes</b>	Application form/ Interview process
	Ability to relate to and motivate diverse groups of individuals.	Essential	No	Application form/Interview Process
	Able to communicate effectively (both written and verbal) with a variety of people internal and external to the organisation.	Essential	<b>Yes</b>	Application form/ Interview process
	Effective administrative and organisational skills along with an attention to detail.	Essential	<b>Yes</b>	Application form/ Interview process
	Ability to maintain a professional attitude and boundaries in working with members of the community, including young people	Essential	<b>Yes</b>	Interview process/ pre-employment check
	Computer literate with a practical experience of using MS Word, Excel and an ability to use In house software packages	Essential	<b>Yes</b>	Application form/ Interview process
<b>Miscellaneous</b>	Ability to adhere to the organisation's health, safety and welfare policies and procedures.	Essential	No	Interview process
	A flexible approach with occasional evenings and weekends.	Essential	No	Interview process
	Prepared and able to travel to fulfil the requirements of the role and where necessary transport equipment/resources.	Essential	<b>Yes</b>	Interview process
	A commitment to promoting equal opportunities and diversity in all work practices, employment and partnering opportunities	Essential	No	Interview process