**A logo for a company

Description automatically generatedEMPLOYEE**

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| **Dept:** Community & Wellbeing | | **Section:** Advice and Community Services | |
| **Post No:** COAC01018 | **Designation:** Community Health & Wellbeing Officer | | **Grade:** 8 |

**SPECIFICATION**

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| **Qualifications:**  E Level 3 Qualification in a relevant subject (e.g Health, Leisure or related field)  D A degree (or equivalent) in relevant subject (e.g Health, Leisure or related field) |
| **Knowledge/Skills/Abilities:**  E Strong understanding of statutory health systems and agencies  E Knowledge of government legislation relating to health and wellbeing  E Ability to prioritise, plan and co-ordinate the delivery of work programmes  E Ability to motivate, persuade, support and positively influence individuals and partners  E Knowledge of the local demographics and health inequalities in Preston  E Excellent interpersonal, communication (written and verbal), problem solving, team working, organisation and decision-making skills.  E Excellent IT skills with the ability to use Microsoft Office applications  D Knowledge of a place-based partnership approach to community development, the wider determinants of health and implementing behaviour change  D Ability to create and maintain strong links with local organisations  D Excellent motivational skills and ability to multi-task. |
| **Experience:**  E Experience of managing and delivering a range of health and wellbeing initiatives  E Experience of supporting voluntary/community organisations, offering guidance to enhance access to health and wellbeing initiatives and opportunities.  E Experience of working with a range of partners and stakeholders, external and internal, whilst promoting connectivity and collaborative working  E Experience of seeking and applying for external funding, including writing funding bids  E Experience of working with targeted groups (BME, Young People, Disability etc)  E Experience of creating work plans and completing reports in line with work plans/strategies.  D Experience of chairing meetings with partners and other organisations  D Experience in working with active travel initiatives  D Experience of working with budgets  D Experience of using the press/media to promote activities |
| **Special Requirement:**  E To be able to work evenings and weekends when required.  E Commitment, drive and enthusiasm with a willingness to continually develop and undertake appropriate training as required  E A commitment to creating equality in service delivery and in the workplace.  D Driving licence and own car. |
| E Essential  D Desirable  Date Produced: March 2025 |