**EMPLOYEE**

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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 agenciesE Knowledge of government legislation relating to health and wellbeingE Ability to prioritise, plan and co-ordinate the delivery of work programmesE Ability to motivate, persuade, support and positively influence individuals and partnersE Knowledge of the local demographics and health inequalities in PrestonE 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 applicationsD Knowledge of a place-based partnership approach to community development, the wider determinants of health and implementing behaviour changeD Ability to create and maintain strong links with local organisationsD 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 workingE Experience of seeking and applying for external funding, including writing funding bidsE 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 initiativesD 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 requiredE 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 |