



## Job Description & Personal Specification

Post: **Wellbeing and Health Development Manager**

Job Purpose: To oversee and develop Southmead Development Trust's Social Prescribing service and associated programme of community based groups and support. To develop strong partnership working with Primary Care Networks, General Practices and the North and West Locality Partnership to grow our offer of innovative, community based, person centred models of work across North Bristol.

Responsible to: Head of Wellbeing and Communities

Salary: £31,960 - £38,959

Hours: 37 hrs/week

## Key tasks and responsibilities

1. To oversee the Social Prescribing Programme and referral system across North and West Bristol by working with local GPs, PCNs, Mental Health providers, Community Health providers, VCSE organisations and community groups.
2. To be responsible for our current social prescribing contracts working with the Manager for Adult Social Prescribing and the Manager for Children and Young People Social Prescribing to performance manage and meet targets.
3. To oversee the growth of our community based wellbeing programmes such as walking, art and other groups, working closely with colleagues in the community development, social prescribing and wellbeing teams at the Trust.
4. To contribute and take a proactive role in the development of partnership working across the health and community sectors including Multi-Disciplinary Teams working and Locality Partnerships (LPs). To feed knowledge and insight from our programmes into local health strategy and influence the sector to increase investment in community based wellbeing models of work.

5. To directly line manage the Adult Social Prescribing Manager and the CYP Social Prescribing Manager, working with them to manage and develop the whole team. To create the conditions for a happy and collaborative team culture, leadership development and personal growth, encouraging difficult conversations and feedback, as well as leading on performance management when needed including regular line management and appraisals.
6. To cascade information and communicate effectively with other Trust Team Leaders and relevant colleagues to ensure joined-up working and effective partnerships. Proactively looking for synergy and ways to join-up delivery between internal Trust projects.
7. To encourage and work to embed community development principles such as strength based working, participant involvement and engagement and nurturing volunteers to help support the building of a resilient community.
8. To manage budget spend, identify areas of financial need and ensure the programme is sustainable long term.
9. Maintain and develop relationships with relevant local, regional and national social prescribing networks to understand developments to policy and operations, to advocate for best practice, be proactively looking for opportunities that will support the programme and support the development of the Personalised Care agenda.
10. To deputise for the Head of Wellbeing and Communities, for example at relevant LP meetings, and to support the development of the communities and wellbeing team supporting the building of an effective and synergistic team working culture and ethos.
11. To develop external funding bids and proposals to sustain and expand our programmes by working with our Grants and Impacts Officer and colleagues from the Senior Leadership Team and across the Trust. To support other income generating activities including supporting the development of tender responses to sustain health and wellbeing initiatives.
12. Monitor, evaluate and report on programme outcomes and delivery of activities, ensuring reporting is of a high quality.
13. To proactively look for synergy and ways to join-up delivery between the Trust and other VCSE organisations.

### General Duties

- To liaise, network and meet with external partners and other key stakeholders to promote and develop the work of the Trust.
- To understand and comply with all Trust policies and procedures and to ensure staff do too.
- Ensure that any work carried out by the team is in accordance with current legislation and/or regulations.
- Be involved in fulfilling and contributing to the wider vision of the Trust, especially the community and wellbeing focus.
- To maintain a professional attitude and conduct at all times.
- Have a flexible approach to working which will include occasional evenings and weekends.
- To uphold, model and encourage the values of the Trust.

<b>Post Title: Wellbeing and Health Development Manager</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to a minimum of level 3 (e.g. A levels, NVQ3)</li> </ul>	<ul style="list-style-type: none"> <li>Relevant health or wellbeing related qualification</li> <li>Management and/or leadership qualification</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successfully developing and delivering collaborative community-based health and wellbeing interventions</li> <li>Track record of developing proposals, and securing funding for new wellbeing and health interventions</li> <li>Implementing project plans, including managing budgets, producing reports and working to deadlines</li> <li>Performance managing contracts or projects to successfully deliver ambitious targets and achieve continuous improvement</li> <li>Outreach, engagement and working directly with residents to develop and inform service delivery</li> <li>Proven experience of supporting, motivating and managing staff and volunteers</li> <li>Implementing monitoring and evaluation systems and reporting to funders and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Proven track record of working successfully with GPs, NHS England, CCGs health providers and community groups to deliver measureable improvements in wellbeing outcomes</li> </ul>	Application Form Interview
<b>Specific Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>Genuine passion, empathy and desire to support residents to lead healthier and happier lives through holistic, person centred and community based models</li> <li>Team-working skills, able to work in a flexible, collaborative and supportive manner</li> <li>Evidence of effective written, oral and inter-personal skills including presentation, negotiation and consultation</li> </ul>	<ul style="list-style-type: none"> <li>Up-to-date knowledge of developments in the public health and clinical (NHS) services landscape</li> <li>Up-to-date knowledge of funding sources for health and well-being services</li> </ul>	Application Form Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> <li>• Proven capability to lead complex projects to achieve desired outcomes</li> <li>• Excellent organisation, planning and project management skills</li> <li>• Excellent people management skills with the ability to line manage a large team effectively</li> <li>• Excellent interpersonal, relationship and communication skills to work with a range of stakeholders and diverse communities</li> <li>• Ability to deliver group workshops and one-to-one support sessions presenting complex information, in a simple way, to a wide range of audiences</li> <li>• Excellent IT skills including word processing, spreadsheets, email, internet research and presentations</li> <li>• Understanding of health inequalities and knowledge of community based interventions that support residents to lead healthier and happier lives</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Motivated and with an ability to creatively problem solve</li> <li>• Evidence of applying innovative and analytical approaches to solving complex and challenging problems</li> <li>• Capacity to work under pressure and adapt to changing work levels</li> <li>• A willingness to undertake any other duties commensurate with the post</li> <li>• Willingness and ability to work outside normal office hours and across multiple sites</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Southmead, North Bristol or a similar area and the issues facing local residents</li> </ul>	Application Form Interview