

## Wellbeing and Learning Development Manager

**Apply by: Monday 9<sup>th</sup> March** - However, please submit your application as soon as possible as we may close this role ahead of the advertised deadline if we find the right candidate.



### **Join our work to support our communities to thrive**

We are looking for an ambitious and Wellbeing and Learning Development Manager to lead two of our flagship wellbeing and employment projects, aimed at supporting purposeful activity, health and wellbeing. You will provide expert leadership and support to a small team, creating a culture that best supports our friendly community-based services.

You will have an excellent eye for systems and structure, understand the importance of person-centred services and be able to spot and capitalise on development opportunities, from partnerships to funding. You will be passionate about reducing health inequalities and community work. You will believe in the power of partnership working to deliver the best outcomes for our community.

### **About you**

- 3+ years' experience in a role supporting holistic wellbeing, employability or health.
- Experience of leading a team.
- Experience of developing cross sector partnerships for joint aims including facilitating meetings and information sharing.
- Experience of contributing to fundraising applications or business cases.
- Understanding the importance of employability and the connection with health and wellbeing.
- A close interest in health system change to support prevention and community-based models of working.
- Project management experience, including programming, reporting, budgeting, and evaluation.
- An excellent working knowledge and understanding of managing safeguarding issues and ensuring best practice for service delivery.
- Proactive and creative, with an aptitude for building relationships and problem solving.
- Understanding of equalities and health inequalities.
- An understanding of the complexity that may affect the participants of our services
- Good inter-personal skills with the ability to relate to others and build strong relationships.

## **About us**

Southmead Development Trust is a Bristol-based charity made up of staff, volunteers, and residents working together to keep power in our community. We work alongside local people and partners to improve health, wellbeing, employment, and local pride - while tackling social isolation and bringing investment into the area.

Guided by residents, our vision is a thriving and healthy community. We provide the support, spaces, and services our community needs through our two well-loved sites Greenway Centre and The Ranch Adventure Playground and Youth Space. These venues host a wide range of activities including wellbeing services, youth and play sessions, fitness classes, community groups, and local celebrations.

We are proud to be a Disability Confident employer and welcome applications from everyone. We are committed to building a team that reflects the diversity of our community. If you need any adjustments during the recruitment process or in the workplace, just let us know – we will do our best to support you.

## **About the Role**

- You will be a key part of our Wellbeing and Communities directorate, offering vital support and strategic direction to our Learning and Wellbeing team to achieve our vision, meet funder requirements, and coordinate the development of a new partnerships aimed at improving health and wellbeing for people across North and West Bristol.
- You will lead a team that combines wellbeing and health, and employment support, as well as offering support and synergy to other teams in the directorate. This role will ensure support for wider social issues such as debt, housing, family, and health barriers faced in engagement with employment and learning opportunities.
- You will work closely with our Senior Wellbeing and Learning Coach to develop interventions to improve confidence, physical and mental health, and employment prospects.
- You will work closely with our Wellbeing and Communities Development Manager to ensure synergy between our wellbeing teams and develop our service offer.

## Details

- **Location:** Greenway Centre, Bristol, BS10 5PY
- **Contract:** Permanent
- **Salary:** £35, 455 - £36, 887 (with pending cost of living rise in April 2026)
- **Hours:** Fulltime, 37 hours per week
- **Reports to:** Wellbeing and Communities Development Manager
- **Holiday:** 33 days annual leave pro-rata (inclusive of Bank Holidays), occupational pension, free membership to Greenway Gym and classes.
- **Sick Pay:** 4 weeks over rolling year, pro-rata
- **Training and Development Opportunities:** All mandatory training and job specific training offered, e.g. First Aid, Safeguarding, Motivational Interviewing, Management and Leadership, Trauma Informed Practice and Reflective Practice.
- **Pension Contribution:** Nest Pension Scheme, combined 7% (employer 3%, employee 4% as standard)
- **Benefits:** Free membership to Greenway Gym and classes, cycle to work scheme, cafe discount.
- **How to apply:** Please send your CV, along with a cover letter **describing how your experience is relevant to the responsibilities of the role** and how you meet the **essential criteria** to email: [wellbeing@southmead.org](mailto:wellbeing@southmead.org)
- **Interview process:** If you are successful in the shortlisting stage, you will be invited to an in-person interview. This will consist of a series of questions, a short presentation on your vision for the role and an admin task.
- **Deadline:** 9am, Monday 9<sup>th</sup> March
- **Contact:** To arrange a chat or visit our site in person, contact Polly Theedom, tel: 0117 950 3335 or email: [pollytheedom@southmead.org](mailto:pollytheedom@southmead.org)

## **Key Responsibilities**

### **Leadership and Partnerships**

- To develop and contribute to forums and partnerships that support the growth of our work in North Bristol, including working closely with health partners (community health, Primary Care and acute services) and to the learning and employment sectors to develop collaborative services.
- To oversee the Learning and Wellbeing Service and activities, ensuring they meet funder requirements, targets, and quality standards, and are safe, effective and well-managed; this includes oversight of reporting and budgets, and providing leadership and guidance to the Senior Coach.
- To support the development and delivery of the Healthy Ageing Research Project and Community Consortium, working closely with the CEO and Wellbeing and Communities Development Manager.
- To deputise for the Wellbeing and Communities Development Manager at relevant meetings and support the ongoing development of the Communities and Wellbeing team to meet Southmead Development Trust's strategic objectives.
- To embed community development principles across all work, including strength-based approaches, participant involvement, engagement, and the nurturing of volunteers to help build a resilient community.
- To ensure the safe and effective delivery of activities, interventions and services, including oversight of risk assessments, safeguarding processes, data recording and quality assurance, in collaboration with the Wellbeing and Communities Development Manager.
- To work alongside research partners to develop effective methods for evidencing the impact and effectiveness of interventions, activities and services.

### **Team Leadership and Line Management**

- To lead and inspire the team to create a positive and collaborative culture.
- Coordinate, manage and supervise our Learning and Wellbeing team, and other practitioners as appropriate.
- To provide proactive performance management of staff via the Trust's processes, to include but not limited to holding monthly one-to-one meetings and establishing development opportunities and training.
- To lead team meetings and ensure all practitioners have access to reflective practice and appropriate training.

## **Systems and Marketing**

- To work with Trust colleagues and others to improve systems and processes to best support services and other contractual obligations.
- To be a key advocate for Beacon database.
- To work alongside the Trust's Communications Manager to ensure that our services and activities are known and understood by residents of Southmead and North Bristol.

## **Relationship Development, New Fundraising Opportunities**

- Build relationships with external agencies, organisations, and stakeholders to best support staff and participants, and to develop new opportunities for delivery and collaborative working.
- Coordinate the Learning and Wellbeing steering group meeting, gathering feedback, advice, and ideas to continually improve the service.
- Work with teams across the Trust to develop engagement and volunteering opportunities for participants.
- Produce content, with the support of the communications team, for social media, mail shots, and other mediums, to promote and celebrate our wellbeing and learning work.
- Working with Senior Leadership and colleagues across the Trust to develop external funding bids and proposals to sustain and expand our programmes. Supporting other income generating activities including supporting the development of tender responses to sustain health and wellbeing initiatives.

## **General Responsibilities** - All staff at Southmead Development Trust are expected to:

- Follow all Trust policies, procedures, and safeguarding requirements.
- Model our values: **Positivity, Integrity, Excellence, Welcoming, Entrepreneurial.**
- Work proactively, use initiative, and collaborate well with colleagues and the community.
- Maintain confidentiality, data protection standards, and a safe, inclusive environment.
- Take part in training, development, staff meetings, and occasional evening/weekend work when required.
- Carry out any other reasonable duties to support the organisation.

## **Person specification**

### **Essential**

- Passion, empathy and desire to support residents to lead healthier and happier lives through holistic, person-centred, community-based models.
- Experience of successfully developing and delivering community-based wellbeing, health or employment services/interventions.
- Track record of developing proposals and securing funding for new wellbeing or health interventions.
- Experience of implementing project plans, managing budgets, producing reports and meeting deadlines, and performance managing contracts or projects.
- Experience of implementing systems and processes to improve service delivery and evidence.
- Experience of outreach, engagement and working directly with residents to shape and inform services.
- Excellent people management skills with proven experience of supporting, motivating, and managing staff and volunteers.
- Experience implementing monitoring and evaluation systems and reporting to funders/stakeholders.
- Experience working holistically with people in one-to-one or group settings and achieving change.
- Excellent interpersonal, relationship-building, and communication skills, with a range of stakeholders and diverse communities.
- Excellent IT skills including Word, Excel, email, internet research, and presentations.
- Understanding of health inequalities, complexity, and barriers to employment/learning, and knowledge of community-based interventions.
- Highly motivated with the ability to creatively problem-solve.
- Capacity to work under pressure and adapt to changing workloads.
- Commitment to continual professional development and a personal drive for excellence.
- A flexible team player able to work collaboratively and adapt to changing needs.
- Ability to act as a positive role model and remain calm under pressure.
- Commitment to the charitable objectives and values of Southmead Development Trust.
- Willingness and ability to work outside normal office hours and across multiple sites when required.
- Flexibility to travel locally and work outside core hours as part of service delivery.

## **Desirable**

- Relevant employment, health or wellbeing qualification.
- Management and/or leadership qualification.
- Proven track record of working successfully with partner agencies (health, employment, GPs, NHS, VCSE partners) to deliver measurable outcomes.
- Up-to-date knowledge of public health, NHS service developments, and funding sources.
- Knowledge of Southmead, North Bristol or similar communities and the issues facing residents.

## **Useful information**

Website: [southmead.org](http://southmead.org)

## **Social media:**

Instagram – [greenwaycentre](#)

Instagram – [theranchsouthmead](#)

Instagram – [greenwaygym](#)

Facebook – [greenwaycentre](#)

Facebook – [theranchadventureplaygroundandyouthspace](#)

LinkedIn – [southmeaddevelopmenttrust](#)

## **Main office contacts:**

Greenway Centre, Doncaster Road, Southmead, BS10 5PY.

Tel: 0117 950 3335

Email: [info@southmead.org](mailto:info@southmead.org)