

**Blaenavon Town Council**

**Community Wellbeing Development Officer (30 hours per week)**

**SALARY : Grade 7 - £28,226 - £32,798 (Pro rata)**

Blaenavon Town Council is seeking to recruit a new Community Wellbeing Development Officer to join their team in Blaenavon.

If you have the required skills; an enthusiastic and adaptable approach; enjoy working as part of a resolute team and take pride in delivering services and facilities to the public, then please apply.

Blaenavon Town Council serves the community of Blaenavon which has a population of 6,200. The town and surrounding countryside form the Blaenavon industrial landscape, inscribed as a World Heritage Site by UNESCO in 2000.

It is extremely active in developing and funding a range of community themed projects to enhance the wellbeing, health, social, economic, and environmental aspects of this community and historic town.

The post holder will support the individual aims, objectives, and overall strategic outcomes of the Town Council in the provision of local community initiatives, and work closely with Town Council officials working from the Town Council’s offices at 101, High Street Blaenavon.

Applicants must be able to demonstrate experience of working in complex networks for developing, managing, and supporting a range of programs, projects, events, and initiatives that offer increased physical activity participation and healthy lifestyle opportunities for all people in the community.

They will manage and develop, through partnership and co-productive working a wide range of intervention projects which tackle health and well-being inequalities. Applicants should demonstrate a willingness to pursue ongoing training opportunities and above all a commitment and determination to improve the lives of residents.

Hours of work will be flexible but will require regular evening work and occasional weekends.

**For further details of the post, please e-mail** [**Blaenavontc@btconnect.com**](mailto:Blaenavontc@btconnect.com)  **CVs will not be accepted.**

**CLOSING DATE : Midday 5th August 2022**

**JOB TITLE:** **Community Wellbeing Development Officer.**

**Grade: 7**

This post is eligible for inclusion in the Local Government Pension Scheme and subject to relevant DBS checks.

**Accountable to:**

* Managerially: Chief Officer Blaenavon Town Council.
* Reporting: Blaenavon Town Council.

**Hours:** 30 Hours / week. **(Permanent)**

**Working Pattern**: Weekdays to be decided **(with regular evening work and**

**occasional weekends**) requiring flexibility on the part of the post-holder.

**JOB DESCRIPTION**

**Purpose of the Role**

Working in partnership with the Integrated Wellbeing Networks, World Heritage Groups, Torfaen County Borough Council and key stakeholders, the Town Council, through its Community Wellbeing Development Officer will provide capacity to build on a community-centered movement for health, well-being, and local heritage initiatives.

Consistent with the principles of the Well-being of Future Generations Act and the Social Services and Well-being Act, the post-holder will lead on involvement of the community in becoming aware and participating in wellbeing and heritage initiatives, providing feedback to public services and other partners on what matters to individuals, therefore, enabling them to reflect this in their policy choices and actions.

**Principal Responsibilities**

To work in partnership across voluntary, community, health, heritage, and local authority sectors to deliver health and engagement activity for the community of Blaenavon.

To work closely with the Town Council officials to identify opportunities and partnerships to help residents become more active and able to better address their own current and future needs whilst being cognisant of loneliness and isolation.

To take the lead with partner agencies in helping to drive forward these opportunities as part of design and development activities.

To engage with community groups and residents to listen and help design solutions and services that suit them to improve their access and use of available health and activity infrastructure, both formal and informal.

To identify gaps and duplications in service and provision that can be reshaped or made smarter from existing health and activity infrastructure to suit both residents and delivery body.

Draw on best practice from existing research and development and raise awareness of different innovative practices which may improve the lives of people living in the community.

**Key Tasks**

* Undertaking regular outreach and engagement activities to discover what matters to people in their communities.
* Build a picture of previous and continuing activities and organisations contributing to wellbeing and local heritage.
* Work with providers of wellbeing activities to improve promotion and coordination.
* Build a knowledge of other local wider determinants of health.
* Link with the local partnerships to promote the lifestyle and educational opportunities in the area
* Bring people together to identify local issues, devise solutions and build sustainable social action.
* Promoting diversity, inclusion, and equality of opportunity in all activities.
* Inform, educate, and challenge local perceptions of what good health and well-being means.
* Engage communities in health and well-being activity and work in partnership with others that provide these opportunities.
* Empower individuals and families to take responsibility for their participation in all local initiatives to enhance wellbeing.
* Provide community feedback to the Integrated Wellbeing Networks to support the group to engage the community.
* To act as Town Council lead on the integration and development of new health and heritage well-being initiatives with partner agencies.
* To provide advice, information, and assistance as a representative of the Town Council, as required to comply with record keeping procedures in relation to finance and administration.
* To provide advice, support and guidance to voluntary sector, community groups and organisations interested in providing and developing wellbeing activity including supporting the submission of health and heritage activity related funding bids.
* To proactively research and apply for additional internal and external funding and resources where appropriate to enhance the range of programs and services being delivered.
* Ensuring that systems and processes comply with Town Council Policy and Procedures.
* Complying with the Town Council’s Equality and Diversity, Health & Safety, Data Handling and Safeguarding policies at all times.
* Undergoing such training as shall be identified by the Chief Officer or Assistant Chief Officer.
* To undertake other duties from time to time which are commensurate with the level and grading of the post.

**PERSON SPECIFICATION**

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| **Requirements** |
| **Essential or Desirable** | **Tested at Interview and/or Application Form** |
| * 1. Relevant Higher Education or equivalent qualification. | E | Application |
| * 1. A caring approach to work, as well as being personally resilient and able to deal with sensitive information appropriately. | E | Application / Interview |
| * 1. Sound knowledge and understanding of the Town and Community Council sectors and relevant legislation, including local government responsibilities for health, wellbeing, and heritage. | E | Application / Interview |
| * 1. Organisational ability to prioritise tasks within competing work demands and meet pressurised deadlines. | E | Application / Interview |
| * 1. Ability to work under pressure and problem solve. | E | Application / Interview |
| * 1. Have a flexible and enthusiastic approach to work and be able to adapt to the changing demands and responsibilities of the post. | E | Application / Interview |
| * 1. Demonstrate experience of working in similar type community-based developments | D | Application / Interview |
| * 1. Excellent communication and people skills including excellent report writing and presentation skills. | E | Application / Interview |
| * 1. The ability to interpret complex information and deliver it in an easily understandable format. | E | Interview |
| * 1. Understanding and awareness of local heritage priorities, initiatives, and service providers. | E | Application / Interview |
| * 1. Able to work independently of detailed supervision and on own initiative, as well as effectively operating as part of the council’s internal staffing team, as well as teams within community partner organisations. | E | Interview |
| * 1. An understanding of and a commitment to equality of opportunity to deliver a wide range of community initiatives and projects. | E | Application / Interview |
| * 1. Experience of managing budgets and the requirement to comply with record keeping procedures in relation to finance and administration. | D | Application. |
| * 1. A flexible approach to working hours to meet the requirements of the role. | E | Application |
| * 1. Experience of working with a local authority. | D | Application |
| * 1. Experience of working within the parameters of local and/or national legislation. | D | Application. |
| * 1. Experience of working with Consultants and Contractors. | D | Application. |
| * 1. This post requires an Enhanced DBS check to be completed. (Town Council to finance) | E | Discussion at Interview |