



JOB TITLE	HEALTH & WELLBEING OFFICER
SALARY	£25,877 – £28,000
HOURS	Full-Time (37 hours per week)
LOCATION	Eco Hub (Witton Lakes), Birmingham
ACCOUNTABLE TO	Flourishing Communities Services Manager
POST TERM	Permanent

Working relationships

<p>Internal Flourishing Communities Services Manager Operations Manager / Senior managers Eco Hub Staff Team Co-workers, Staff, & Volunteers</p>	<p>External Service Providers Strategic & Delivery Partners Funders and Commissioners</p>
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JOB DESCRIPTION

Working with local communities and stakeholders to improve the long-term health and wellbeing of residents in North Birmingham through environment-focused initiatives delivered at the Witton Lakes Eco Hub and surrounding green spaces.

Deliver the Community-Led Environmental Action Network (C.L.E.A.N) project and develop environmental and physical activity programmes that are co-produced with communities and enable individuals to remain active, independent and reduce health inequalities. This will include promoting the benefits of outdoor spaces, environmental awareness, and physical activities

DUTIES & RESPONSIBILITIES

- Plan, develop and deliver safe, inclusive and enjoyable community-based activities which encourage families and adults to increase physical activity and participation, particularly at the Witton Lakes Eco Hub.
- Work alongside local communities and stakeholders to deliver environmental and physical activities for adults, children and families linked to our projects, including the Global Project, C.L.E.A.N Project and Eco Together programme.
- Co-produce and deliver environment-focused activities that make the most of local natural resources, including parks, lakes and green spaces, helping communities understand and protect the environment.
- Develop and deliver environmental education sessions for schools and youth groups, including activities such as nature walks, wildlife spotting, environmental workshops and outdoor learning.
- Support the development of a school’s programme at the Witton Lakes Eco Hub, working with local primary and secondary schools to provide structured environmental learning opportunities, educational workshops and holiday activities.

- Organise community events and undertake consultation with local residents to shape services, promote the benefit of green and open spaces, and improve understanding of climate and environmental issues.
- Actively recruit and support volunteers and young people to develop and deliver environmental, physical and wellbeing services across the Association, particularly from the Eco Hub.
- Ensure that facilities and grounds at the Witton Lakes Eco Hub are well maintained, presentable and safe.
- Support and develop WLCA campaigns and communications to promote environmental and physical activity services.
- Develop an all-year-round programme of activities, including school holidays and occasional weekend activities.
- Monitor, evaluate and provide reports on activity initiatives and school engagement.
- Collect local insight into activity including community engagement, school participation and consultation.
- Research best practice in environmental education, physical activity and outdoor learning to support effective programme delivery.

This is a developing role and responsibilities may evolve as the Eco Hub expands.

PERSON SPECIFICATION

How do we check against criteria: **Application = A, Interview = I, Test / Assessment = T**

<u>Experience Criteria</u>	Assessment Method
Successful delivery of physical activities, or environment-related services in a community or health setting.	A/I
Experiencing of developing or managing projects with either a health, wellbeing or environmental focus.	A/I
Engaging and working empathetically with residents and communities on a one-to-one or group basis to support their health and wellbeing.	A
Developing and implementing effective resident consultation and engagement to inform service development, delivery and improvement.	A/I
Recording information, monitoring and reporting on project performance to internal and external stakeholders using hardcopy files and IT based systems.	A/I/T
<u>Skills & Qualifications Criteria</u>	Assessment Method
Empathetic with excellent interpersonal, negotiation and communication skills	A
Excellent engagement, relationship building & facilitation skills with residents, communities and stakeholders.	I

Excellent organisation, planning and project management skills.	
Team-working skills, able to work in a flexible and adaptable way.	
Good IT skills, including word processing, spreadsheets, email, web research, presentations.	
Commitment to equality, diversity and inclusive practice.	
Strong sense of ownership for quality of work, deliverables and service.	
Commitment to the vision, mission and values of Witton Lodge Community Association.	
Knowledge Criteria	
knowledge of the organising, facilitating and reporting on physical activity and environmental projects.	
Understanding of the current benefits of physical and environment activities to improve health and wellbeing	
Understanding of safeguarding issues.	
Willingness to engage in training, conferences, and professional development.	
<p>Other requirements:-</p> <ul style="list-style-type: none"> • Access to a car and ability to drive would be advantageous • A DBS check will be required depending on activities delivered. • Witton Lodge Community Association operates a Quality Management System (ISO 9001:2015) and staff are expected to support continuous improvement in services and customer satisfaction. <ul style="list-style-type: none"> - Ensuring that customers' needs, and expectations are determined and fulfilled - Setting Quality Objectives for your work area - Reviewing, monitoring & measuring the effectiveness of Quality Management System 	