

# Job Description

## Health and Wellbeing Officer

### Ospreys in the Community



JOB DESCRIPTION	
<b>Job Title</b>	Health and Wellbeing Officer
<b>Salary</b>	£19,000 Pro Rata
<b>Location</b>	Swansea.com stadium with regular travel around the Ospreys region (travel expenses will be reimbursed, access to your own transport is essential) A degree of working from home should restrictions permit.
<b>Hours of work</b>	22.5 Hours per week
<b>Responsible to</b>	Health & Wellbeing Coordinator
<b>Responsible for</b>	<p>The delivery of a range of health and wellbeing programmes that focus on;</p> <ul style="list-style-type: none"> <li>- An ageing population</li> <li>- Mental Health inc Dementia</li> <li>- Physical activity</li> <li>- Recruiting and developing volunteers</li> </ul>
<b>Contractual Status</b>	<ul style="list-style-type: none"> <li>• Fixed Terms 1 Year</li> <li>• Subject to probationary period and annual appraisal</li> </ul>
<b>Role Summary</b>	<p>You will support the Health &amp; Well-being Coordinator to deliver a range of programmes to support and engage our communities. The main focus of the role will be to deliver on our Sporting Memories Project within the region which aims to engage those who are living with dementia or caring for those who do. You will ensure all project milestones are met on time and to a high standard.</p> <p>You will work closely with the Health &amp; Wellbeing coordinator to develop new innovative and engaging ways to move the projects forward and achieve KPIs.</p> <p>To succeed in this role, you should have a lot of energy and passion for working on these projects, excellent time management and communication skills, as you'll collaborate with partners and volunteers to deliver results on deadlines.</p> <p>You will be required to work outside of office hours.</p>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Ospreys staff, management and players</li> <li>• Ospreys in the Community Trustees</li> <li>• Key Stakeholders</li> <li>• Key public-sector and third sector organisations</li> <li>• Key operational partners</li> </ul>
<b>Key Responsibilities, Tasks and Activities</b>	<ol style="list-style-type: none"> <li>1. To Deliver sporting memories sessions across the region</li> <li>2. The ability to plan and deliver sessions with Sporting themes that are relevant to local and world sporting calendars.</li> <li>3. To regularly promote all health &amp; wellbeing programmes to other service providers to engage more participants.</li> <li>4. To be able to hold sporting conversations/to have a knowledge of sport both local and national.</li> </ol>

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	<ol style="list-style-type: none"> <li>5. To have a knowledge of IT to be able to deliver sessions over zoom and ensure sessions are engaging.</li> <li>6. Record and update targets and reports monthly to H&amp;WB coordinator</li> <li>7. Support volunteers to ensure the safe and effective delivery of all activities and develop a reward system to recognise their support.</li> <li>8. Develop positive relationships with all project partners, staff and volunteers.</li> <li>9. Promote the benefits of physical activity to all partners, volunteers and users and link to existing exit routes as and where appropriate.</li> <li>10. Work with Marketing team to ensure all sessions are promoted on social media and by any other means is deemed appropriate.</li> <li>11. Adhere to external regulations.</li> <li>12. Any other duties commensurate with job and pay scale.</li> </ol>
<b>Continued Professional Development</b>	<ul style="list-style-type: none"> <li>• Ospreys in the Community are committed to providing CPD for the post holder.</li> <li>• We expect the post holder to undertake available training courses and research to enhance personal knowledge, skills and experience.</li> <li>•</li> </ul>

PERSON SPECIFICATION	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• <b>Essential</b></li> <li>• Experience of delivering health and wellbeing projects.</li> <li>• An understanding of the key issues faced by an ageing population.</li> <li>• Understanding of the health and wellbeing partnerships and projects</li> <li>• Supporting and guiding volunteers</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Understanding of health inequalities</li> <li>• Knowledge of Mental health, dementia, depression and loneliness</li> <li>• A community development background</li> </ul>
<b>Skills &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Welsh Language desirable</li> <li>• Solid organisational skills, including multi-tasking and time-management</li> <li>• Excellent IT Skills, specifically Microsoft Word, Excel &amp; PowerPoint</li> <li>• Excellent written and verbal communication skills are essential</li> <li>• Numerically literate, comfortable working with numbers, making sense of metrics and processing figures with spreadsheets.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Passion and motivation to develop innovative approaches to growing the organisation.</li> <li>• Interpersonal skills and relationship management</li> <li>• Influencing, engagement and negotiation skills</li> </ul>

PERSON SPECIFICATION	
	<ul style="list-style-type: none"> <li>• Facilitation experience to empower others to deliver</li> <li>• Organised, efficient and able to work independently</li> <li>• Developing and implementing innovative and creative approaches</li> <li>• Highly numerate</li> <li>• Communication skills with the ability to adapt style to suit the audience.</li> <li>• Leadership and influencing skills, able to work in partnership and demonstrate collaboration and team working.</li> <li>• Integrity and empathy with the ability to relate to people at all levels and social sectors.</li> <li>• Self-motivated and energetic.</li> <li>• Flexible, resilient, and positive through change and under pressure of work.</li> </ul>

Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

**The job description is subject to change pending review by the role holder and their line manager.**