



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Community and Wellbeing Worker

Grade: G06

Directorate: Children & Families

Department: Communities and Prevention

Responsible to: Wellbeing & Prevention Coordinators

Purpose of the Job:

To deliver universal and bespoke interventions to children, young people and adults, and their families and to work in a multi-agency integrated way to identify and to meet the needs of people early and to ensure support is in place to reduce the demand for more specialist services and disruption to family life, as set out in the intentions of the Communities and Prevention programme.

To ensure children, young people, and adults are supported within their community; encouraging participation in positive activities; providing individual or group support which promotes their physical, personal, social development and wellbeing, meeting the objectives of the Children and Young Peoples Plan.

To plan, support delivery and to enable physical and wellbeing programmes, and events, delivered by groups in the community and which meet the Public Health Outcomes Framework, such as whole Systems Approach to Healthy Weight and the priorities set out on the Public Health Strategy for Rutland.

Main Responsibilities:

- To work directly with identified children, young people, adults, and their families, in need of support or with emerging needs, including those with disabilities or additional needs. To do this in group work settings or one to one, using mentoring and coaching, in order to improve their health and wellbeing, life chances and outcomes.
- To design, plan, implement and review innovative evidence-based programmes and provision for groups and individuals, that have a clear set of aims and impact outcomes, across a variety of locations and will inform and deliver best practice and create person centered policies.



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- To develop and maintain a digital and virtual offer, using websites, and social media, which supports inclusive access to advice and information, to self-refer to support and well-being and healthy living services, and creates innovative ways for customers to receive a range of services, such as library and learning services, wellbeing and activity programmes.
- To deliver programmes that consider the needs of individuals and are responsive to their specific issues and challenges; be cognisant of the lifestyle changes that individuals need and the learning challenges this may present. To use professional autonomy to create solution focused interventions and programmes and utilise discretion to respond to enquiries and manage client complaints and concerns when specialist advice is needed.
- To promote and enable the local community to actively participate in a range of wellbeing and active recreation activities by working as an integrated, 'Communities and Prevention' team, from a range of community settings and through involvement of stakeholders, partners and community groups.
- To develop and maintain data systems which will provide performance information for the area of work and people you are responsible for, to be presented and shared with a wide range of stakeholders. Providing co-ordination of resources, venues and materials including adherence to health and safety and risk assessments ensuring any risk or issues are recorded and escalated as appropriate.
- To work with the Wellbeing and Prevention Co-ordinators to deliver innovative programmes of work that are informed by local analysis of need, through collaboration with partners and the public. To assist the Wellbeing Co-ordinators by leading and managing specific projects which ensure the service is meeting the needs of children, young people and their families.
- To actively contribute to engaging and ensuring the participation of children, young people and families in service design and evaluation, fostering a culture of agency, advocacy and inclusivity among the community.
- Facilitate joint working between the Community Hubs and libraries, Active Rutland Hub, education and health providers and the voluntary and community sector promoting support services and facilitating appropriate referrals.
- To enable schools and the wider community to deliver healthy, physical and well-being activities and sessions in partnership with other agencies to provide education and extra curriculum programmes relevant to local clubs and groups.
- Support the recruitment and supervision of volunteers that are working alongside to deliver group work, events and activities.



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- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- Take reasonable care of your health and safety and that of other people who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Dimensions

To support recruitment and supervision of the work of volunteers and work experience students.

Budget responsibility will include keeping financial records including the raising of orders, and event and programme income/expenditure and where necessary take receipt of cash payments and ensure maintained securely.

The postholder may undertake lone working and act as key holder responsible for opening and securing premises including out-of-hours and deputise for the Wellbeing Co-Ordinator or Team leaders as the need arises.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to GCSE standard or equivalent.	A/D
Qualification in English, Maths (minimum grade C or equivalent)	A/D
Qualification in a Early Years, Youth Work, Education, Health and Physical activity, or social care field to a minimum level 3 or equivalent proven work experience.	A/D
Evidence of continued learning and a willingness to undertake further training and professional development.	A/D

Desirable	Method of Assessment *
Evidence of training or further professional development that enhances the applicants understanding of issues faced by children, young people and families.	A/D
Qualifications in coaching, teaching or advocacy/counselling	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Relevant experience of direct work with children, young people and adults in the community, both one to one work and group work.	A/I
Experience in designing and delivering structured and informal group work programmes and projects, for and alongside children, young people and adults that respond to local need and emerging themes.	A/I
Experience of delivering one to one and group work interventions, planning and delivering sport or physical activity projects and events, responding to children, young people and adults needs. Experience of team working across a range of disciplines.	A/I



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Experience of working with the general public to improve their physical health and social and emotional wellbeing.	A/I
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Desirable	Method of Assessment *
Understanding of children and young people's development and of the dynamics of family relationships and the lifestyle changes and challenges that individuals experience.	A/I
Knowledge of strengths-based approaches.	A/I
Knowledge of and application of health and safety and risk management.	A/I

SKILLS

Essential	Method of Assessment *
The ability to work independently and use initiative, autonomy and discretion, and as part of a team and in collaboration with partners and others.	A/I
Ability to engage a wide range of children, young people and adults, from a variety of backgrounds and develop relationships whilst maintaining professional boundaries.	A/I
Passionate about people and delivering services that improve outcomes and life chances.	A/I
Creative, resourceful and flexible in approach in order to respond effectively to the needs of diverse communities.	A/I
Good communication and active listening skills and the ability to respond accordingly.	A/I
Good IT skills, including the ability to use word processing packages and case management systems. A full awareness of modern media including social media applications.	A/I
Good literacy and numeracy skills and the ability to write and record information accurately.	A/I
Ability to work under pressure and forward plan.	A/I



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Good organisational, planning skills and working to deadlines.	A/I
Have the ability to establish strong links with partners, providers and use these links to develop and sustain the Council's Community spaces and offer.	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible working patterns to fulfil commitments of the role and team. This includes working in the evening and at weekends when required.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* **A = Application Form D = Documentary evidence I = Interview T = Test**

STRUCTURE

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
June 2024	Yes - New	Bernadette Caffrey, HoS