

Health and Wellbeing Programme Officer

Job Description

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary: £25,000

Hours: 35 per week

Responsible to: Community Development Manager

Employed by: Carers Trust Hillingdon and Ealing (seconded to H4All)

Status: Permanent

**Base:** Key House, 106 High Street, Yiewsley, Middlesex, UB7 7BQ

## Main purpose of the post:

* Working with the Project Development & Education Services Manager, to develop projects and programmes that contribute to the health and wellbeing of Hillingdon’s residents
* To create effective delivery partnerships from across the Hillingdon Health Care Partnership and Hillingdon Community Network that are best placed to deliver new projects and programmes as funding is secured
* To continue to deliver programmes that improve communication with health and care services, such as Community Champions and the Community Health Roadshows in partnership with Primary Care and local authority
* To work with colleagues and other partners to identify or develop culturally-specific activities and support within minority communities
* To provide regular feedback and reports to funders and commissioners on active projects and to work with funders and commissioners to design new health initiatives across North West London

**Service development and growth:**

1. To support and manage new programmes of work - and the further development of existing programmes, such as Community Champions, lung health, Warm Welcome Centres, traveler outreach, digital champions and REN & health inequalities project as funding
2. To contribute to bids for projects and programmes that will contribute to the improvement of the health and wellbeing
3. To manage Community Champion volunteer activity to support health messaging into the heart of Hillingdon’s diverse communities. This includes but is not limited to supporting their professional development and providing supervision as required
4. To continue to work with the Hillingdon GP Confederation to deliver resident Health Roadshows that give residents access to health checks and health information, as well as securing intelligence about community health needs for the Confed, Community Development Team and local borough-based partnership

**Record keeping and monitoring:**

1. To maintain accurate and up to date records of activity in compliance with H4All Information Governance protocols
2. To maintain and develop service monitoring and evaluation records, and, in particular, evaluation of the impact of the support provided through the service
3. To provide reports to the Service Manager and local commissioners when required
4. To maintain all contact with tenants at Key House, resolving any day-to-day issues that may occur.

**General:**

1. Maintain own professional expertise, including attending training as necessary and be subject to supervision and annual appraisal
2. Ensure all activities are carried out in harmony with H4All’s vision and within the spirit of its equal opportunities policy and abide by the policies of H4All
3. All staff are expected to undertake their own computer-based work, both in the production of correspondence and documents, data recording, reporting, e-mailing and internet research
4. Some meetings and other events may be held out of normal office hours and may involve travel away from the local area
5. The above items outline the main duties and responsibilities of the post and are designed to give an accurate flavor of the nature and scope of this post. However, they do not represent an exhaustive list of all the duties required.