

Job Description

Job Title:	Health Promotion Officer
Employer:	Torus Foundation
Location:	Liverpool/St Helens/Warrington
Salary:	£35,170.00
Responsible to:	Health and Wellbeing Team Leader
Responsible for:	Volunteers

PURPOSE OF THE POST:

- To be responsible to the Health and Wellbeing Team Leader for assisting and ensuring that Torus Foundation implements its Health and Wellbeing programme in a cost effective manner and delivers high quality services supporting the delivery of the Business Plan.
- To work across Torus neighbourhoods to actively engage residents to improve their health and wellbeing, connecting them with local assets.
- The post holder will work with partner agencies to develop projects to promote healthier lifestyles and address health inequalities and low self-esteem levels of tenants resulting from socio-economic factors.
- Deliver programmes to encourage take up of services to improve the health and wellbeing of residents, prevent ill health and improve long term health conditions.

KEY RESPONSIBILITIES:

1. To work to standards of performance set by the Health and Wellbeing Manager and work to strict targets and deadlines
2. To contribute to establishing and maintaining effective procedures to guarantee project delivery within cost, time and quality parameters.
3. To identify through partnership working and consultation which projects would improve health outcomes for residents in Torus neighbourhoods, following the NHS England Core20plus5 approaches and promote those projects to Torus customers at increased risk of health inequalities-
4. To assist with the coordination and delivery of projects delivered by contracted external partners and those contracted to Torus Foundation.
5. To work with internal teams to identify and engage with Torus residents at risk of social isolation and promote self-referrals.
6. To develop and deliver projects that raise awareness and address common inequalities in line with Core20plus5 and relevant local and national health campaigns.
7. To align Torus Foundation to all strategic partners at a national and local level to develop the health and wellbeing of Torus residents.
8. To assist in the collation, recording and analysis of all outcomes in relation to health and wellbeing activities undertaken by Torus Foundation, ensuring that data is provided in a timely manner.
9. To support the development of Torus Foundation Business Plan, taking particular responsibility for developing the health and wellbeing agenda.

10. To develop and deliver initiatives that look to improve residents' lifestyles e.g. addressing nutrition on a limited budget, smoking, alcohol consumption and behaviours that affect health and wellbeing through a social prescribing approach, tracking the impact
11. Knowledge of the issues that impact the health and wellbeing of residents.
12. Work in partnership with statutory and other agencies connected with the health and wellbeing of dedicated client groups.
13. To have an awareness and understanding of the groups safeguarding policy and be prepared to undergo training where necessary.
14. An understanding of issues that can affect an individual's mental health and knowledge of delivering preventative services to support those suffering from mental health issues.
15. Work collaboratively with colleagues across the Foundation to deliver social impact activities which deliver against agreed outputs linked to funding and strategic priorities.
16. Deputise for the Health and Wellbeing Manager in terms of attendance at meetings.
17. Working with the Communications Team identify and contribute to good news stories and case studies for use by Torus Foundation. Use social media in an appropriate way to promote activities, opportunities and events that benefit customers.
18. Make customer referrals to external agencies and services when appropriate for the customer, and follow up with customers.
19. To carry out such other duties and responsibilities as are consistent with the concept of the role.
20. **Health and Safety**
 - 20.1 Ensure that H&S policy and procedures are adhered to and embedded to deliver effective and safe services and operations.
21. **Equality and Diversity**
 - 21.1 Apply and embed fairness and equality in both the delivery and offer of all services, to ensure that all staff and customers are treated fairly, to meet an individual's personal circumstances.
22. **Safeguarding**

To promote safety and protection of vulnerable adults and children by ensuring that all safeguarding issues and concerns are reported promptly in accordance with Local Authority and Torus Safeguarding Policies.

Person Specification

Job Title: Health Promotion Officer
Employer: Torus Foundation
Location: Liverpool/St Helens/Warrington

Criteria	Essential / Desirable?	Method of assessment
<p>1. Appropriate professional qualification</p> <p>A minimum level 3 qualification</p> <p>Evidence of continuing professional development</p> <p>Health related qualification</p> <p>A full driving licence and use of a vehicle.</p> <p>Enhanced DBS check</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>AF/C</p> <p>AF/C</p> <p>AF/I</p> <p>AF/I</p> <p>External</p>
<p>2. Experience and Track Record</p> <p>Experience of working with communities focused on health and wellbeing initiatives.</p> <p>Experience of working effectively as part of a team.</p> <p>Experience of delivering projects that look to address health inequalities.</p> <p>Excellent presentation and inter-personal skills</p> <p>Experience of leading health agendas and wellbeing projects</p> <p>Ability to implement creative and innovative programmes</p> <p>Ability to use a wide range of relevant IT packages</p> <p>Ability to interpret data and provide conclusions</p> <p>Flexibility to approach in hours worked</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>3. Managing Change</p> <p>Manages change through combining excellent project management skills with an inclusive style to deliver intelligence led improvements. Flexible in outlook and able to change direction at short notice.</p> <p>Anticipates reactions to change and new interventions and suggests appropriate responses.</p> <p>Demonstrates positive response to change and able to learn from own mistakes and customer feedback to improve own work.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF/I</p> <p>I</p> <p>I</p>

<p>4. Leadership and Vision</p> <p>Takes personal responsibility for own workload. Is confident listening and presenting, and able to influence and inspires others and encourage innovation.</p> <p>Ability to offer leadership when developing health projects that involve residents and volunteers.</p>	<p>Essential</p> <p>Essential</p>	<p>AF/I</p> <p>AF/I</p>
<p>5. Interpersonal Persuasion and Influencing</p> <p>Demonstrates high levels of motivation and resilience combined with enthusiasm, commitment and a curious, inquisitive approach to challenge and seek continuous improvement.</p> <p>Passionate, committed and self-motivated to inspire others to change.</p> <p>Able to proactively communicate by considering appropriate style for situation, actively listening and building rapport</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF/I</p> <p>AF/I</p> <p>I</p>
<p>6. Communication</p> <p>Ability to engage with staff, peers, board members, tenants and external partners to build relationships based on honesty, trust, mutual respect and integrity to inspire confidence and respect.</p> <p>Competent user of the digital/social media channels and their role in communication and driving business success.</p>	<p>Essential</p> <p>Essential</p>	<p>AF/I</p> <p>AF/I</p>
<p>7. Financial & Risk Management</p> <p>Demonstrable governance and financial compliance management experience to ensure robust and compliant operations.</p> <p>Evidence of a balanced approach to risk management within reward activity, taking account of business need and risk and providing balanced advice and direction based on sound judgement.</p>	<p>Essential</p>	<p>AF/I</p>

Person Specification



Key:

AF = Application form

C = Certificate

I = Interview

T = Test