**JOB DESCRIPTION**

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| **TITLE OF POST:** | Healthy Communities Programme Lead |
| **SALARY:** | £ 25, 419 to 27,514 (pro rata based on 35 hrs)+ 5% pension contribution |
| **HOURS:** | 18hrs per week.  |
| **CONTRACT:** | Permanent  |
| **RESPONSIBLE TO:** | Chief Executive Officer |
| **ACCOUNTABLE TO:** | The HALE Trustee Board  |

1. **JOB PURPOSE**

To lead and oversee the direction and delivery of a range of community based programmes and activities, which aim to improve the health and wellbeing for individuals and communities across Bradford.

1. **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

**Strategic**

* To align our community based activities with the strategic direction of HALE, the priorities within the Integrated Care System and the identified needs of the local population.
* To seek and apply for funding opportunities to maintain or develop new community based activities in response to presenting needs and where gaps in provision are identified.
* Actively participate in stakeholder meetings, contract review meetings and others as appropriate.
* Represent HALE at local planning & development meetings.
* Contribute to the strategic direction of HALE including policy development and reviews by working with other senior colleagues and HALE Trustees.
* To work closely with key stakeholders from Health, The Local Authority and Voluntary Care Sector.

**Supervision and Management**

* To directly line manage and oversee the team members delivering activities in the community.
* Undertake recruitment, induction, supervision, appraisal and personal development plans for those staff.
* To support and advise the delivery teams in managing and minimising risks associated with our activities.
* Ensure that HALEs policies and procedures are understood and adhered to, by the delivery team and where necessary coordinate appropriate training.

**Delivery**

* To work with and support the community based team, using a community asset based approach.
* To work in partnership with key stakeholders to develop, and implement effective activities, including the collection of information and intelligence to inform service reviews and design.
* To have a clear understanding as to the importance of being person centred so that the key barriers that prevent people from accessing services or from managing their own health can be addressed.
* To be responsive and flexible in your approach.

**Monitoring and Evaluation**

* To ensure our community based programme meets contractual specifications, including achieving and reporting on agreed outputs, targets and outcomes.
* Ensure that monitoring and evaluation of our activities are effective and are used to report to key stakeholders, funders and health policy makers in the required timescales.
* To oversee and scrutinise data collected via a range of platforms including Systm 1 and MyMUP digital
* Produce and present reports at, local, regional and national level as required.

1. **PERSONAL DEVELOPMENT**
* Actively participate in supervision with the HALE Chief Officer.
* Actively participate in HALE Senior Management, Team Meetings and partner meetings as required.
* Attend training and ongoing personal development opportunities.
1. **SPECIAL WORKING CONDITIONS**
* Travel around the Bradford District and when required to regional and national locations.
* Flexible, hybrid working opportunities with occasional working of early evenings and weekends.
1. **REHABILITATION OF OFFENDERS ACT 1994**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by HALE. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

1. **JOB DESCRIPTION AGREEMENT**

Jobholder’s Signature:………………………………… Date:………………………

**Healthy Communities Programme Lead Person Specification**

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| ATTRIBUTE | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **Qualifications** | * Post Graduate Diploma/MSc in Public Health/Health Promotion/Community Development or similar plus 12 months experience in a field relating to the post working at both strategic and operational levels.

Or* Educated to degree level/relevant professional qualification plus 18 months experience in a field relating to the post working at both strategic and operational levels.

Or* At least 3 years’ experience in a community development/health development setting working at both strategic and operational levels.
 | * Specialist training in Community Development principles and practice.
* Qualification in Project Management.
 | Application Form |
| **Specialist Knowledge/ Experience** | * Understanding of principles and practice of health promotion and community development
* Experience of Project Management
* Evidence of delivering and evaluating effective interventions relating to health inequalities
* Experience of working with and an understanding of relevant NHS, Local Authority and voluntary sector structures, targets, initiatives and organisational cultures
* Experience of managing staff and undertaking staff development and supervision.
* Experience of working with community groups
* Practical experience of evaluating and monitoring own work
* Ability to facilitate groups and give presentations
 | * Understanding of opportunities and constraints for community development/health promotion
* Working experience with people with low level mental health needs and those with long term conditions
* Working with diverse groups.
 | Application Form Interview / Presentation |
| **Practical & Intellectual Skills** |  * Communication, presentation and influencing skills
* Ability to communicate on a range of levels sensitively and in a way that will bring about change
* Report writing
* Problem solving skills
* Computer literate including word processing
* Ability to work on own initiative and as part of a team
 | * Understanding of Systm One, MyMup Digital, or similar systems.
 | Application Form Interview |
| **Circumstances / Personal** | * Able to withstand pressures and prioritise competing demands
* Knowledge of Bradford district
* An ability to assess risk in different community settings
 | * Ability to speak a community language
* Able to contribute to the development of policies and strategies relating to community health and community development issues
 | Application Form Interview |
| **Disposition, Attitude, Judgement** | * Willingness to actively participate in meetings
* Have a ‘can do’ approach to work
* Be flexible and enthusiastic
* Demonstrate commitment to equality and respect for diversity
* Adherence to all aspects of the Data Protection Act 1998 and HALE confidentiality policies
 |  | Application FormInterview |
| **Other** | * Willingness to undertake a basic Disclosure and Barring Service (DBS) check
* Ability to travel around the area in accordance with work requirements
* Flexible approach to working hours (including occasional evenings and weekends)
* Must be eligible to work in the UK
 |  | Application Form Interview |