**JOB DESCRIPTION**

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| **TITLE OF POST:** | Wellbeing Network Navigator  |
| **SALARY:** | £ 22,571 to £23,484 (pro rata based on 35 hrs)+ 5% pension contribution |
| **HOURS:** | 14hrs per week initially |
| **CONTRACT:** | Permanent  |
| **RESPONSIBLE TO:** | Wellbeing Network Coordinator  |
| **ACCOUNTABLE TO:** | The HALE Trustee Board  |

1. **JOB PURPOSE**

Working collaboratively with the coordinator and across voluntary, social and health sector organisations in the Shipley area to scope, map and develop referral pathways between organisations including ‘those delivering in the Network.

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

**System Change**

* Work with partners to design, review and refine accessible and inclusive referral pathways between organisations and ‘the Wellbeing Networks’.
* Develop new and maintain positive and collaborative key working relationships with voluntary, social and health sector service staff/teams to promote a person-centred integrated care model
* Work with agreed networks and partnerships to map system blocks, barriers, good working practice and share knowledge to inform priorities for change
* Ensure networks and partners are well informed through effective communication information sharing and community knowledge
* Identify gaps in VCS, community and health service provision, community activities, classes, groups and courses and feed-back to coordinator
* Advocate for cross system partnerships and system change with all partners, working through modelling, training and reflection

**Delivery**

* Support clients to access appropriate, accessible and inclusive services and support in the community, to help meet their needs and reduce health inequalities.
* Apply co-design principles and practices, using culturally competent tools to achieve an appropriate degree of co-production with community and key stakeholders
* Attending meetings and networking opportunities, as appropriate.
* 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

Ensure that HALEs policies and procedures are understood and adhered to, by the delivery team and where necessary coordinate appropriate training

**Monitoring and Evaluation**

* Understand existing tools and systems used for sharing information and where appropriate utilise and promote these tools to enable individuals and organisations to equitably access services.
* 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 scrutinise data collected via a range of platforms including Systm 1 and MyMUP digital
1. **PERSONAL DEVELOPMENT**
* Actively participate in supervision with the Wellbeing Network Coordinator.
* Actively participate in internal and external team meetings
* 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:………………………

**Wellbeing Network Navigator Person Specification**

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| ATTRIBUTE | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **Qualifications** | * Educated to good level with 5 GCSEs or level or equivalent
 | * Safeguarding Training
* Specialist training in Community Development principles and practice.
 | Application Form |
| **Specialist Knowledge/ Experience** | * Experience of working with the voluntary, charitable social or clinical health sector
* Experience of creating effective and mutually beneficial networks
* Experience of multi-professional working
* Experience of working across and connecting individuals into community based services and activities
* Experience of promoting and enabling system change
 | * 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
* Problem solving skills
* Computer literate including word processing
* Ability to work on own initiative
* Experience of working collaboratively, within a team and external teams
 | * Understanding of Systm One, MyMup Digital, or similar systems.
 | Application Form Interview |
| **Circumstances / Personal** | * Knowledge of Bradford district
 | * Knowledge of Shipley area
 | 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 |