

**HALE**

Health Action Local Engagement

*Healthy Living Charity***JOB DESCRIPTION**

<b>TITLE OF POST:</b>	Rethinking Pain Health and Wellbeing Coach
<b>SALARY:</b>	£ 24,496 pro rata based on 35 hours per week + pension contribution (Salary review pending)
<b>HOURS:</b>	21 hours per week
<b>CONTRACT:</b>	12 months
<b>RESPONSIBLE TO:</b>	Healthy Communities Programme Lead
<b>ACCOUNTABLE TO:</b>	The HALE Trustee Board

**1. JOB PURPOSE**

To provide 1 to 1 support and encouragement to individuals who are referred, enabling them to build on their strengths, leading to improved and sustainable health and wellbeing. To signpost and prescribe a range of services and activities available in the local community. Where gaps exist, establish health-based activities including peer to peer support groups.

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

- To receive and respond to referrals including self-referral, via GP Assist (system one), primary care and wider sector providers
- Undertake holistic assessments with individuals identifying strengths and barriers to maintaining good health and wellbeing
- Use motivational and behaviour change techniques to help individuals develop personal plans with achievable goals that lead to improved health and wellbeing
- To plan and deliver one off taster and short term group based activities.
- Provide personalised one-to-one/ group support to promote improved health and wellbeing (inc physical activity, mental wellbeing and diet and lifestyle)
- To liaise with a range of services, internally and externally to identify appropriate support packages and referral routes
- To work as a part of a multi-disciplinary team to ensure individuals receive coordinated wraparound support to meet multiple needs.

- To identify community activities and services that enable appropriate signposting for individuals
- To utilise local and national materials to promote ongoing self-care methods.
- To adhere to the HALE’s policies and procedures including, Safeguarding, Data Protection and confidentiality and equal rights policies in all aspects of the work.
- To carry out such other appropriate tasks, as required to meet the aims and objectives of the organisation.

**Monitoring and Evaluation**

- To collect, collate and maintain data using a range of platforms including System 1 and MyMUP digital
- Provide support to the Healthy Communities programme lead with the production of reports for monitoring and evaluation of services.

**3. PERSONAL DEVELOPMENT**

- Actively participate in supervision with the Healthy Communities Programme Lead
- Actively participate in team meetings and partner meetings as required
- Undertake a range of mandatory and role specific training to enhance your continued personal development.

**4. 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.

**5. 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.

**6. JOB DESCRIPTION AGREEMENT**

Jobholder’s Signature:.....

Date:.....

## Health and Wellbeing Coach Person Specification

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to good level with qualifications / 5 or more GCSEs</li> </ul>	<ul style="list-style-type: none"> <li>A level or equivalent qualifications</li> <li>A health, lifestyle coach qualification</li> </ul>	Application Form
<b>Specialist Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>Experience of engaging and working with vulnerable communities around health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Experience of delivering health and wellbeing support to individuals on a one to one and group basis.</li> <li>Basic Nutritional and Physical health knowledge</li> <li>Ability to speak a community language ( e.g. Urdu, Punjabi, Gujarati, Bengali, Arabic, Polish, Hungarian etc ).</li> </ul>	Application Form Interview / Presentation
<b>Practical &amp; Intellectual Skills</b>	<ul style="list-style-type: none"> <li>The ability to communicate well with a range of people both inside and outside the organisation.</li> <li>Good organisational skills including effective time management and multi-tasking.</li> <li>Ability to deal with sensitive information with professionalism and maintain confidentiality at all times.</li> <li>Communication, presentation and influencing skills</li> <li>Report writing</li> <li>Problem solving skills</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of System One, MyMup Digital, or similar systems.</li> </ul>	Application Form Interview



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	<ul style="list-style-type: none"><li>• Computer literate including word processing</li><li>• Ability to work on own initiative</li></ul>		
<b>Disposition, Attitude, Judgement</b>	<ul style="list-style-type: none"><li>• Willingness to actively participate in meetings</li><li>• Have excellent communication skills – both oral and written</li><li>• Have a ‘can do’ approach to work</li><li>• Be flexible and enthusiastic</li><li>• Demonstrate commitment to equality and respect for diversity</li><li>• Adherence to all aspects of the Data Protection Act 1998 and HALE confidentiality policies</li></ul>		Application Form Interview
<b>Other</b>	<ul style="list-style-type: none"><li>• Willingness to undertake a basic Disclosure and Barring Service (DBS) check</li><li>• Ability to travel around the area in accordance with work requirements</li><li>• Flexible approach to working hours (including occasional evenings and weekends)</li><li>• Must be eligible to work in the UK</li></ul>		Application Form Interview