

Wellbeing Coordinator

Job Description & Person Specification

JOB DESCRIPTION

Responsible to: Social Action Manager

Responsible for: Supporting Bolton residents to improve their mental health, physical health and overall wellbeing

Term: 1 year fixed contract

Salary: £12,000 (£20,000 FTE)

Part-time: 21hrs/week. Mon, Wed & Fri: 9.30am – 5pm.

Overall responsibility of the job: Help improve access to appropriate support and activities for people attending The Well premises who may be more at risk of mental health problems with the aim of reducing financial insecurity and reducing loneliness & isolation. The longer term outcomes will help reduce the number of clinical/medical interventions required. Be committed to working within the values and ethos of Farnworth Baptist Church.

Job Context: At The Well building in Farnworth, Farnworth Baptist Church operation Farnworth and Kearsley Foodbank, Jeremiah Project (work club, adult education and money skills), Jeremiah Advice and Guidance (benefits and welfare focused), ESOL Classes (English for Speakers of Other Languages) a Befriending Project for older people and a mental health drop in. A Christian ethos is central to the work of the project.

SPECIFIC RESPONSIBILITIES

- 1) To undertake holistic assessments and co-design a Health & Well-being goal plan with each service user, identifying support needs and goals to ensure maximum engagement in improving health and well-being.
- 2) To provide service users with continuity and a coordinated experience of care, remaining point of contact throughout the individual's plan.
- 3) To establish and maintain effective liaison with stakeholders including health, voluntary, social and education resources.
- 4) To work in partnership with all voluntary and community organisations to build a comprehensive database of local resources to design and support Health and Well-being Plans
- 5) To ensure information on sources of voluntary and community support is up to date at all times to enable effective and accurate signposting and linking of individuals with services.
- 6) Set up and maintain data and evaluation systems.



- 7) Provide monthly comprehensive outcome focused reports detailing the progress of the service.
- 8) To recruit, train and supervise volunteers, matching them to individual service users.
- 9) To keep records of your work and adhere to confidentiality, information sharing procedures and provide monitoring information as required.
- 10) To implement the principles of Farnworth Baptist Church's Safeguarding, Health and Safety Policy, Data Protection Policy, Confidentiality & Equal Opportunities Policy in every aspect of your work.
- 11) Create Health and Well being plans that will reflect individuals needs and ambitions and supporting each service user with a structured program, one-to-one coaching and signposting internally and externally.
- 12) Regularly review each service users action plan and make adjustments/changes/improvements if required.
- 13) Work with services users individually and in forums to co-design activities
- 14) Staff/Prayer Meetings
 - Attend and partipate in regular staff meetings
 - Attend and partipate in weekly prayer meetings
 - Attend and particate in quarterly retreat days with Christian teaching

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
Education	Good standard of education including written and spoken English	A' Levels or above
	Numerate and comfortable interpreting statistical data	
Experience	Experience of managing people	Experience of training, supervising, motivating and developing volunteers.
	Planning and organising people and tasks	
	Experience of working with disadvantaged people.	Experience of providing empowering support to adults in a planned and structured way to improve health, recovery and well-being outcomes.
	Handle difficult situations, including conflict and aggression.	
Key Skills	Excellent written, verbal & listening skills.	
	Ability to work independently and without supervision.	
	Excellent record keeping skills.	
	Good I.T skills	
Personal Attributes	Practising Christian and able to encourage prayers with volunteers and staff. (Genuine Occupational Requirement)	
	Honesty and Integrity	
	Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds	

