

# JOB DESCRIPTION

<b>POST : Wellbeing Project Co-ordinator (Weight Management Lead)</b>	<b>POST NO: CC141</b>
<b>DIRECTORATE/DIVISION: Community Services – Health and Wellbeing Division</b>	
<b>SCALE: E</b>	
<b>ANY SPECIAL CONDITIONS:</b>  <u>Fixed Term Contract</u>  (a) The post is for a fixed term contract initially up to 31 March 2022 with potential to extend, subject to external funding. To avoid ambiguity:  The contract will end on the date which will be specified in the letter of appointment unless previously terminated in accordance with the notice provision included, or summarily should gross misconduct occur; and  There will be no entitlement to an additional period of notice extending beyond the termination date specified in the offer.  The post will not qualify for the Council’s relocation package which is available for permanent posts.  (b) May require working evenings and weekends and supporting Weight Off Workshops that are running in a variety of town venues.  (c) 25 hours per week  (d) Satisfactory clearance of an Standard Disclosure and Barring (DBS) check will be a condition of employment.	
<b>RESPONSIBLE TO: SENIOR WELLBEING OFFICER – CC166</b>	
<b>RESPONSIBLE FOR (POSTS):</b> Weight Management Advisors (Casual’s) Physical Activity Instructors (Casual’s)	
<b>MAIN PURPOSE OF POST:</b> To oversee the WOW Programme, being run by Crawley Wellbeing in partnership with the GP surgeries in Crawley, other community partners and West Sussex Public Health. To ensure that the co-ordination of the WOW courses run smoothly and that those involved are fully trained and supported.	
<b>SPECIFIC DUTIES OF POST:</b>  (a) To be responsible for the co-ordination of the WOW programme, timetabling when classes are going to run, in response to the referrals received  (b) To develop the structure of the WOW programmes and ensure the service is accessible to all sections of the community.  (c) To coordinate and supervise the Weight Management Advisors and Physical Activity Instructors responsible for running all WOW programmes and associated classes	

- (d) To co-ordinate the ongoing training and support for the Weight Management Advisors and Physical Activity Instructors.
- (e) To be responsible for the booking of venues for the individual WOW classes. Ensuring that all venues are accessible to participants
- (f) Ensuring that all health and safety requirements are met and risk assessed as necessary.
- (g) To be responsible for ensuring that all paperwork is completed and meets the requirement of Public Health
- (h) To ensure that the WOW courses are financially effective and that all costs are recovered where appropriate.
- (i) To liaise with the Senior Wellbeing Advisor to ensure that administration systems set up regarding WOW are adhered to so that incoming referrals are responded to as soon as possible.
- (j) To ensure that an effective monitoring and evaluation system is in place and to provide individual reports / programme evaluation as required.
- (k) To ensure that all duties are carried out in compliance with statutory provisions and with the Council's policy for health and safety.
- (l) To ensure that all duties are carried out in compliance with the Council's Equal Opportunities Policy.
- (m) To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Council's Environment Policy
- (n) To carry out such duties as the Head of Policy may from time to time reasonably require

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

**AMENDMENT DATE: 12/07/2021**

**POSTHOLDER'S SIGNATURE**

# CANDIDATE SPECIFICATION

<b>POST: Weight Management Co-ordinator</b>	<b>POST NO CC141</b>
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<b>CHARACTERISTICS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS/ABILITIES</b> (Specific skills and abilities required to undertake the duties)	<ul style="list-style-type: none"> <li>• Excellent Communication skills, both written and verbal</li> <li>• Understanding of issues relating to deprived areas</li> <li>• Proficient in use of IT including databases and Microsoft Office</li> <li>• Clear and accurate record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Building and maintaining good relationships with community groups and organisations</li> <li>• Confidence to give presentations</li> </ul>
<b>KNOWLEDGE</b> (Particular knowledge which will be necessary to perform the work effectively e.g. of specific legislation or regulations)	<ul style="list-style-type: none"> <li>• Background and/or experience in nutrition and healthcare</li> <li>• Knowledge of behaviour change principles</li> <li>• An understanding and knowledge of some of the issues surrounding obesity and weight loss, including nutritional and physical activity guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local government and Public Health</li> <li>• Knowledge of local health and wellbeing services</li> </ul>
<b>QUALIFICATION/ TRAINING</b> (Education/vocational qualifications and other training)	<ul style="list-style-type: none"> <li>• Educated to GCSE level standard, including GCSC in Maths and English</li> <li>• Nutritional qualification minimum level 3</li> </ul>	<ul style="list-style-type: none"> <li>• A level in Health Related Field</li> <li>• Nutritional qualification level 4 or above</li> </ul>
<b>VERIFICATION WILL BE REQUIRED</b>		
<b>EXPERIENCE</b> (Level and type of previous experience)	<ul style="list-style-type: none"> <li>• Experience of working with people in a paid or voluntary capacity</li> <li>• Experience of managing/coordinating others</li> <li>• Working within a customer-facing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering motivational interviewing and / or brief interventions, or equivalent experience</li> <li>• Supporting behaviour change on a one to one and groups basis</li> <li>• Training and support of volunteers</li> </ul>
<b>QUALITIES</b> (Particular qualities necessary to carry out the works e.g. ability to work co-operatively in a team, use own initiative)	<ul style="list-style-type: none"> <li>• A positive attitude towards customer services issues</li> <li>• Motivated and able to work with minimum supervision in outreach settings</li> </ul>	<ul style="list-style-type: none"> <li>• Comfortable in working with representatives from other public, commercial or voluntary organisations</li> </ul>
<b>SPECIAL CONDITIONS</b> (e.g. willingness to work unsocial hours or wear a uniform)	<ul style="list-style-type: none"> <li>• Flexibility around being able to support courses that run in evenings and weekends.</li> <li>• Full current UK drivers licence and access to own transport</li> <li>• Uniform to be worn for specific events</li> </ul>	