

**PERSON SPECIFICATION**

**POST TITLE: Wellbeing Service Advisor**

**Essential skills for this post**

* Qualification in Wellbeing such as one or more of the following:-
* National Certificate in the Management of Health & Wellbeing at Work
* Level 3 Certificate in Health & Wellbeing
* Health & Wellbeing Degree
* Other Post-Graduate Certificate in Health & Wellbeing
* Other Post-Graduate Diploma in Health & Wellbeing
* Demonstrable understanding of the impact of the pandemic and how it has affected people
* Demonstrable understanding how stress and working under excess pressure for a prolonged period may affect people
* Evidence of a holistic approach to wellbeing
* Experience and success in building relationships and working collaboratively with a range of partners.
* Excellent communication and inter-personal skills with a background in providing great customer care.
* Ability to work calmly under pressure and meet deadlines.
* Ability to handle sensitive information with discretion, to respect confidentiality and demonstrate integrity.
* Proficient in use of Microsoft office packages and case management systems.
* Collaborative approach and willingness to adapt the role and take on new responsibilities as the service develops.
* A flexible approach to work.
* Being a confident team player and proactive with good organisational skills, diary management and a desire to help.

**Desirable**

* Qualification in HR such as one or more of the following:-
* Foundation Certificate in People Practice
* Associate Diploma in Organisational Learning & Development
* Associate Diploma in People Management
* Mental Health First Aid Certificate
* Safeguarding qualification
* Member of CIPD.
* Background or experience within the third sector.
* Understanding of the application of current employment law and best practice specifically including the Employment Rights Act, Equality Act and Data Protection Act.
* Experience of writing bulletins, information notes and articles summarising employment law information.
* Full UK driving licence, access to a vehicle (insuring the vehicle for business purpose would be a requirement)