**JOB DESCRIPTION**

1. Job Identification

Health and Wellbeing Business Co-ordinator - Dumfries House

2. Job Purpose

To develop and deliver the promotional and marketing framework for the Health and Well-being Centre and the Health and Well-being programmes at Dumfries House.

To develop and deliver the Commercial framework for the Health and Well-being Centre and programmes at Dumfries House, locally, nationally and globally.

To work with colleagues to drive forward and build on partnership working between local and national organisations, charities and foundations. To link with other Departments in The Princes’ Trust as the reach extends to a global market.

To participate in the development, delivery, and evaluation of the Health and Well-being programmes in line with identified need and strategic framework of The Princes’ Foundation.

3. Organisational Position

The postholder will be employed by The Princes’ Foundation, with accountability to Simon Sadinsky, Executive Director. The post will be also be supported by our team of freelance consultants and advisors.

Health Advisor

Executive Directors

This Post

|  |
| --- |
|  Key Responsibility Areas |
| Strategy and Marketing |
| * To facilitate the overall development of the promotional framework of the Health and Well-being Centre and the programmes, workshops and classes delivered by the Centre alongside the lead clinical health and well-being Coordinator
* To facilitate the overall development of the commercial aspects of the Health and Well-being Centre , the programmes, workshops and classes delivered by the Centre.
 |
| * To facilitate with colleagues and advisors, the development and delivery of a coherent Health and Wellbeing strategy for Dumfries House with related work plans, ensuring effective performance reporting.
* To be proactive in seeking collaborative partnerships across a range of national and Global Agencies, organisations and businesses where there is commonality and mutual understanding.
* To proactively seek collaborations across a range of Charities and Foundations where there is commonality, and work to mutual benefit.
 |
| * To ensure effective performance reporting, enabling collection of data, analyses of data and reporting writing.
 |
| * To ensure integrated working within DH and all partners. This will involve extensive networking to ensure seamless working.
* To ensure effective community engagement in the Health and Wellbeing programmes, through the appropriate mechanisms, for example, public partnership forums, local community planning forums.

Communication * To exhibit excellent interpersonal skills from members of the public to a range of professionals and business executives.
* To exhibit excellent communication skills from group work to presenting at national forums.
* To ensure the effective and active collaborations with health and local authority professional and managerial staff, such that ever-stronger relationships develop.
* To work daily with members of the multidisciplinary/multiagency team in the delivery of effective health and well-being programmes and to contribute to all plans.
* To establish volunteering opportunities at the Health and Well-being Centre and on health and wellbeing programmes.
* To support the development and delivery of complementary therapies within Dumfries House.

Professional* To be responsible for Health and Well-being budget and assist with fund raising as appropriate.
 |
| * To practice autonomously and demonstrate expert problem solving and decision making while accepting professional responsibility and accountability.
 |
| * To provide monitoring reports as required and an annual report on the performance of the programmes.
 |
| * To participate and undertake continuous professional development as required by The Prince’s Foundation and appropriate Professional Bodies.
 |
| * To represent, as required, the Health and Wellbeing interests of the partnership at local and national events.
 |
|  |
|  |
|  |
|  |

5. Assignment and review of work

The postholder will be expected to function autonomously, and with a high degree of independence and be proactive in establishing interagency networks and processes to facilitate and evaluate the development of these objectives and this role

The post holder will develop and review objectives with line manager.

Performance will be reviewed jointly and on a quarterly basis.

6. Decisions and Judgments

The postholder will be largely self directed acting autonomously within their local area. However, they are expected to have considerable ability in determining the appropriate way in which decisions should be taken including involving appropriate stakeholders and referring matters to the correct officers in partner organisations and recognising when wider organisational or political sensitivity is required.

The post holder will be responsible for maintaining a professional manner at all times and avoiding any action which could affect the reputation of Dumfries House and The Princes Foundation.

Knowledge, Training and Experience required to do the job

Education to masters degree level or able to demonstrate equivalent work related experience

Current membership of relevant professional body/society (if applicable)

Experience or knowledge of the value and use of using complementary therapies

Excellent communication skills

Substantial track record in operational and strategic leadership

Substantial operational and strategic planning skills

Substantial staff and budget management skills

Proven ability to form partnerships both formal and informal

Proven ability to work across a range of stakeholders equitably

Demonstrate excellent team working skills and ability to work using own initiative.

Proven sensitivity to a wide range of influences and ability to work in challenging environment

Evidence of Continuous professional development

Competency in a range of IT programmes and social media platforms

**Closing Date for Applications :**

24th January 2022