



Health and Wellbeing Hub Development Officer (0.8 FTE or 1.0 FTE)

Voluntary Action South Lanarkshire

Part-Time (28 or 35 hours p/w)

Holidays (1.0 FTE): 25 days per year (plus public holidays)

Holidays (0.8FTE): 28 days per year (incl. public holidays)

Salary: £26,632 (Pro-rata)

3% Pension Contribution

Location: Office base at 128 Almada St, Hamilton ML3 0EW but primarily located at Blantyre Care Hub, Blantyre.

Duration: Fixed Term 2 Years, following a probationary period of 6 months

Organisation Profile:

The new transitional Care Hub in Blantyre, which will serve the population of South Lanarkshire, has several distinct Elements:

- 20 transitional care beds for adults and older people (Intermediate/transitional care offers short-term support to allow people to return home after a period of ill health or crisis. Intermediate/transitional care can also be preventative, preventing hospital admission)
- A centre of excellence – specialising in training and developing health and social care staff. Although unique to the proposed Hamilton/Blantyre facility, this will support all localities
- A community-facing hub featuring: a café; demonstration site (showcasing our Telehealth technology and how that can improve lives); guidance and support for unpaid carers; linkage and signposting into a raft of community-based voluntary and third-sector support
- As well as 20 technology-enabled homes for adults and older people

The community-facing hub will provide access to a range of community activities and targeted services to the people of South Lanarkshire, particularly the Blantyre and Hamilton area. This post is a new and exciting opportunity to work in this innovative state-of-the-art facility.

The Development Officer will be located primarily at the Health & Wellbeing Hub in Blantyre with an office base in Voluntary Action South Lanarkshire ([VASLan](#)), the third sector interface organisation for South Lanarkshire.

Job Purpose: To empower and enable residents of the care campus, the local community, and broader areas of South Lanarkshire to take greater control over their own lives and build community resilience. The ethos of this strengths-based and rehabilitative approach is to provide rehabilitation care, support in tackling loss, isolation or loneliness, address carer's needs and access to information on Assistive Technology which will help people to return home safely.

To address this, you will work with the community and existing community development officers to develop and co-ordinate a programme of health & wellbeing activities and services delivered from the community hub, ensuring that residents are at the heart of decision-making. You will strive to raise awareness of the community facility to ensure that residents in Blantyre, Hamilton and South Lanarkshire know that this is a facility open to them and that they can influence the types of health and wellbeing support delivered. Further, you will forge strong links with existing community organisations, community groups and assets to add value to the range of health and wellbeing options and complement existing services. This work requires a "co-production" approach and recognition of other community work programmes such as Building and Celebrating Communities (BCC).

As well as ensuring the smooth running of health & wellbeing services and activities, you will co-ordinate a volunteer programme which will be key in supporting people who come into the facility. The volunteers will offer a friendly face, good knowledge of local services, and a buddying option to assist people in making their first step into a new facility and activity. You will work with current volunteer development officers in VASLan to shape this programme and implement learning from similar community volunteer initiatives.

You will have a passion for working with people and making a difference and be able to capture the impact that the health and wellbeing hub activities and services are having. You will creatively be able to promote the health and wellbeing hub to various networks and communicate through multiple channels to warrant that our most isolated residents are reached.

Main Responsibilities

Health & Wellbeing programme of activities

- Engage & build relationships with the local community to facilitate real engagement and ownership in the community hub, enabling co-design/production of health and wellbeing initiative
- Support the development and co-ordination of the programme of health & wellbeing activities and services that are delivered in/from the community hub by and for the community
- Ensure that the community shapes existing activities and services to meet locally identified needs and address health inequalities
- Develop and facilitate good working relationships between community and service providers to build a sustainable health and wellbeing community hub which responds to the communities needs and uses evidence-based good practice
- Foster a welcoming & engaging environment for all user

Volunteering

- Recruit, co-ordinate and manage a group of Blantyre Buddies/Volunteers
- Ensure an induction and training programme is in place for new volunteers with clear roles, boundaries, and expectations
- In collaboration with VASLan's Volunteer Development Officer, liaise with local volunteers involving organisations to maximise opportunities for local volunteering
- In collaboration with VASLan's Volunteer Development Officer, promote and evidence the volunteer-friendly quality standards

Communication

- To take personal and shared responsibility in communicating internally (with colleagues) and externally with organisations and across the partnership
- Engage with wider Community Planning Partnership initiatives such as neighbourhood planning to ensure a link to local priorities as identified by communities
- Prepare and deliver a calendar of health & wellbeing awareness programmes that encompass a variety of modes, including; press releases, social media, the website and attending community events
- Work closely with the Operational Campus Manager to have clear roles and responsibilities

Performance

- To develop and regularly review a work plan in partnership with your line manager and wider stakeholders
- Prepare regular reports and case studies which highlight the impact and outcomes of the health & wellbeing hub and share them with relevant governance/funding groups
- Put into effect a monitoring and evaluation framework and gather data (qualitative and quantitative) to evidence outcomes for all beneficiaries.

Other Duties

- This job description is a broad picture of the post at the date of preparation. The post holder may be required to carry out additional duties necessary to fulfil the job's purpose and respond positively to changing business needs.



Person Specification: Development Officer

	Essential	Desirable
Qualification	The minimum level qualification required is HNC or HND in a relevant field, such as community development.	Degree in a relevant field such as Community Education.
Experience	<p>Experience working within the voluntary and community sector</p> <p>Experience in asset-based community development work with voluntary or community groups and volunteers</p> <p>Experience in delivering a range of facilitation support in community development</p> <p>Understanding of identifying training needs and delivering in providing for volunteers</p> <p>Experience working with IT systems and packages</p>	<p>Experience in managing projects</p> <p>Experience working in/with environmental / health organisations which promote health and wellbeing</p>
Knowledge	<p>Knowledge of the third sector</p> <p>Knowledge of collaborative working with volunteers, community groups and management groups.</p> <p>Knowledge of community capacity building</p> <p>Knowledge of volunteering development and volunteer recognition</p> <p>Knowledge of health and social inequality and impacts on health</p>	<p>Knowledge of the third Sector in South Lanarkshire</p> <p>Understanding of the services provided by the NHS and Local Authority</p> <p>Understanding the importance of prevention and early intervention to health</p>
Skills and Abilities	<p>Excellent communication, presentation, facilitation, and reporting skills (written and oral)</p> <p>Ability to work on own initiative and prioritise workload</p> <p>Ability to work independently and as part of a team</p>	Experience in performance management

	<p>Ability to motivate others</p> <p>Access to a car to travel independently within the service area</p> <p>Able to work flexible hours, including some evenings and weekends</p> <p>Able to act as a representative for the organisation externally</p> <p>Commitment to and understanding of equal opportunities</p>	
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