



SUPPORTING THE COMMUNITY THROUGH  
ADVICE, SUPPORT & SERVICES

## Job Description

### Coordinator Health Improvement - Adults

<b>Hours:</b>	37.5 hours per week
<b>Salary:</b>	£24,000 - £25,000 per annum with expectation of working flexibly
<b>Contract:</b>	2 year fixed term contract
<b>Reports to:</b>	Community Development Manager
<b>Work base:</b>	The Healthy Living Centre CIC, Walton Court, Aylesbury though travel throughout the county is required
<b>Key Contacts:</b>	Public/Service Users Partner Organisations Community Groups Colleagues Volunteers

### Job Summary

The Healthy Living Centre Community Interest Company is a well-established, vibrant, developing social enterprise based in Aylesbury. It provides a variety of health and wellbeing services and provisions to areas of high deprivation in Buckinghamshire.

The Community Development Officer will seek to actively engage in communities to co-ordinate the development, implementation, and evaluation and target project initiatives across all ages. The post holders will have a clear, focused and structured understanding of the issues which affect the lives of individuals, setting goals for improvement and responding to problems and needs through empowerment and active participation. With a particular focus to health and wellbeing this job requires individuals to develop a strong and consistent understanding of local and national agendas of health initiatives implementing these into communities via Skilled for Health courses in areas of the community where health inequalities are most prevalent. S/he will encourage access to services and develop further programmes to alleviate the barriers for access to health services.

The ideal candidates will have teaching experience and the skills to effectively tutor and co-ordinate projects producing regular evidence, reports and data relating to specific geographical areas. S/he will also identify community skills, assets, issues and needs by building successful relationships with external agencies and community groups.

### Main Responsibilities

- To take the lead and work with the colleague to deliver Skilled for Health and ESOL programme, across areas of need in Buckinghamshire to those with language barriers.

- Working in close partnership with other organisations providing educational resources and progression for communities
- To maintain purposeful working relationships with community groups, partner organisations, individuals and colleagues to enable the delivery and sustainability of targeted community based initiatives
- Work with colleagues and external agencies to identify needs of the local community and ensure programmes are developed to support findings
- To engage individuals and encourage and support them in accessing community development initiatives including the mentoring and development of volunteering opportunities for individuals
- Empower and facilitate individuals and communities to identify and articulate their needs
- To help raise the public awareness of projects run by the HLC, other partner projects and issues relevant to the community
- To monitor and evaluate the effectiveness of initiatives, providing reports to management as required
- To co-ordinate the delivery of community based training programmes including sourcing venues and tutors where necessary
- Represent the HLC at events and meetings as required
- Working with the Team Manager to develop proposals and plans to address identified areas of need
- To undertake administration associated with Skilled for Health and English teaching programmes.
- To undertake training as required.
- To undertake any training that will be required/necessary for the post.
- Attend and participate in team meetings.
- To effectively communicate with HLC colleagues.
- To undertake other work that may arise on a day to day basis to support the objectives of the HLC, as requested by the Community Development Manager.

**This post requires an Enhanced DBS Check**

## Person Specification

### Community Development Officer

Factor	Essential (E) / Desirable (D)
<p><b>Qualifications</b></p> <p>Diploma or Degree (or equivalent) in Community Development or similar</p>	E
<p><b>Experience</b></p> <p>Experience of planning and delivery of community based initiatives</p> <p>Experience of working in partnership with a variety of organisations</p> <p>Experience of working with those living in areas of deprivation and inequalities</p> <p>Experience of relationship building and/or fundraising</p> <p>Experience of presenting ideas</p> <p>Administrative experience</p> <p>Project management experience</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p><b>Knowledge</b></p> <p>Knowledge of health and social care issues</p> <p>Understanding of the effects of inequality and deprivation</p> <p>Knowledge of research techniques</p>	<p>E</p> <p>E</p> <p>E</p>
<p><b>Skills and Abilities</b></p> <p>Skills of working with hard to engage individuals or groups</p> <p>Interpersonal skills to build relationships and network with a wide range of individuals and groups</p> <p>Report writing skills</p> <p>Excellent verbal and written communication skills</p> <p>Presentation skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Ability to act as an advocate	E
Ability to identify new opportunities	E
Facilitation skills	E
Ability to work as part of a team	E
Ability to act on own initiative	E
IT literate in all applications of Microsoft Office	E
<b>Personal Attributes</b>	
Engaging	E
Confident	E
Flexible in approach	E
Innovative	E
Mobile with access to own transport	E
<b>Motivation</b>	
Passionate about challenging inequalities	E
Commitment to HLC aims and objectives	E
Motivated to develop own practice	E

**Last updated: February 2018**