

JOB DESCRIPTION

Job title:	Wellbeing Co-ordinator
Reporting to	Head of Community Development
Hours	12-22 hours per week, flexible hours, home based working
Contract	Fixed term to 31 st March 2023
Salary	£10.50 – £11.00 per hour

Role Overview

Working as part of an established team the Wellbeing Co-ordinator will effectively deliver Buddying & Befriending Services to clients identified as requiring additional wellbeing support to enable them to be matched with a suitable volunteer across Cheshire West / Cheshire East.

You will be delivering wellbeing sessions on a 1:2:1 basis either over the Telephone or via other digital platform i.e Microsoft Teams with the overall aim of improving lives and reducing loneliness and isolation within Cheshire.

This is a new initiative for the Buddying & Befriending Scheme and has been funded via CCG's (Clinical Commissioning Groups)

Main Responsibilities and duties:

Overall Job Purpose

- To contribute to the development and delivery of Wellbeing Sessions to support Buddying & Befriending Clients
- To identify clients who are referred into the Scheme and who would benefit from Wellbeing Support
- To deliver Wellbeing Support on a 1:2:1 basis via Telephone or other digital Platforms agreed with Clients
- To empower clients to make informed choices about their wellbeing and to improve resilience
- Following a period of Wellbeing Support, to signpost in to our Buddying & Befriending project.

Key Result Areas

- To contribute to the overall success of The Team
- Effective communication with referrers, clients, and volunteers
- Maintaining monthly statistical data as required
- Completing of Evaluations with Volunteers / clients at key points within the scheme

Usual Accountabilities

- To receive, store and process data (in whatever form or medium such data takes – e.g. electronic and/ or documented) in a confidential manner and in accordance with the Company’s agreed data management policies and GDPR
- To develop and contribute to team meetings
- To have regular supervision and review of targets

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE Maths, English Grade C or above or equivalent 	
Experience	<ul style="list-style-type: none"> • Working within a people-based environment • Planning your own work schedule 	<ul style="list-style-type: none"> • Previous experience of the Voluntary Sector • Experience providing Wellbeing Support
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal & Communication skills • Good IT Skills, Word, Excel, emails etc. • Ability to liaise with a variety of different partners 	
Personal Attributes	<ul style="list-style-type: none"> • Understand and respect the organisations values • Highly self-motivated and able to use initiative • Innovative, flexible and adaptable 	

Changing Lives Together is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

Recruitment Process

Application Closing Date: 9am on 27th June 2022

Interview Date week commencing: 4th July 2022

Please note we do not score CV’s please use the Changing Lives Together Application Form.

Please return your completed application form by email or post to:

Email – HR@changing-lives-together.org.uk marking the header “Recruitment Private and Confidential”

Post – Recruitment, Changing Lives Together, Unit 12, Road Two, Winsford Industrial Estate, Winsford, Cheshire, CW7 3QL