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Job Description and Person Specification: Project Manager (Community Wellbeing Service)

Salary scale:	£24,500 - £27,000 per annum FTE depending on experience
Hours:	Full time position - 36 hours per week.
Annual leave:	25 days per year + bank holidays
Time off in lieu:	Equivalent time off is given in lieu of any directed evening or weekend work.
Pension:	The post is pensionable, to which GRCC contributes 7.125%
Location:	Based at Community House, 15 College Green, Gloucester GL1 2LZ
Responsible to:	GRCC Head of Operations and Development

A Disclosure and Barring Service check will be required for this role

The Community Wellbeing Service

The Community Wellbeing Service offers one to one support to anyone over the age of 16 living in Gloucestershire, or registered with a Gloucestershire GP. Referrals are made by a health or social care professional, a Voluntary and Community Group, members of the community, as well as by way of self-referral.

The service employs a Team of Social Prescribers who empower the individuals they are working with to take control of their health and wellbeing, by providing one-to-one health coaching and support. The service may be suitable for people for example

- who don't know where to turn for support;
- after redundancy, health issues or retirement;
- in times of emotional hardship, such as after a bereavement;
- who are worried about debt or financial issues;
- who would like to volunteer in their community.

The service also helps to build community capacity, connecting clients to existing services and activities. Where there are gaps in these, they work to create new activities and opportunities for the individuals they are supporting so that they can be engaged in community life, reducing their sense of social isolation and loneliness and helping them to gain other health benefits. This includes encouraging volunteering as a means of connecting with the community.

Main activities and responsibilities

As Community Wellbeing Service Project Manager you will work alongside the Social Prescriber team members, leading by example, and having responsibility for the performance of the team as well as your own areas of work.

The role will involve day to day coordination and management of the service including:

- Team Leader role - Line management of the Community Wellbeing Service team to include – one to one and group support meetings, training requirements and personnel issues
- Inspiring, motivating and enabling the team of Social Prescribers to succeed through a variety of means including robust advice, guidance and training, provision of support materials and forging peer support
- Collation and overview of the IT project management system and monitoring information plus checking progress of activities by the Community Wellbeing Team
- Maintenance of records of progress.
- Reporting to the funder- Gloucestershire CCG and Gloucestershire County Council as per contract requirements
- Ensuring that the profile of the Community Wellbeing Service remains high across the Cotswold District
- Maintain excellent relationships with a variety of partner organisations working in the South Cotswolds area, including GPs and primary care staff, Patient Participation Groups, Adult Social Care teams plus other statutory and voluntary sector partners delivering services.

Other responsibilities

- Undertake regular supervision and performance reviews to support your role.
- Undertake training to continue professional development and to enhance performance of the role.
- Adhere to GRCC policies and procedures including safeguarding, lone working, data management and confidentiality.
- Represent GRCC in an appropriate way at meetings, events or as otherwise required.
- Attend GRCC team meetings and other internal meetings.
- Take responsibility for your own time management and administration.
- Any other duties as required.

Person Specification: Project Manager (Community Wellbeing Service)

Qualifications

Essential:

- 5 GCSEs at A to C / Grades 4-9 level, including Mathematics and English
- Degree or equivalent NVQ qualification and / or evidence of continual professional development

Knowledge, experience and skills

Desirable:

- Paid or unpaid work in a community development or adult health and social care, learning support, or public health / health improvement context, working with individuals on a one-to-one basis
- Training in motivational interviewing or health coaching
- Experience of partnership working and developing effective professional relationships
- Ability to interpret data and draw analysis from it
- Experience of report writing

Essential:

- Line management experience
- Understanding of wider determinants of health, including social, economic, and environmental factors
- Effective communicator – high level interview skills to enable motivational coaching and confidence in dealing with a wide range of people at all levels
- Can-do attitude – not afraid to be proactive in creating new social activities for others to benefit from, willing to go the extra mile in helping individuals to be engaged in their communities
- Promotion and support of community development and participation at a local level, either as a volunteer or through paid employment
- Excellent organisational and time management skills
- Good administrative skills to enable effective collation, dissemination and updating of information
- Excellent communication skills in one-to-one and group situations
- Good level of IT skills, including word processing, social media and email, plus internet searching capability

Personal qualities

Essential:

- Excellent interpersonal skills with the ability to listen, empathise, and provide person-centred support in a non-judgemental way
- Able to inspire trust and confidence, and motivate people to reach their potential
- Ability to identify and manage risk

- An effective communicator – written and oral – able to adapt approach when working with a range of individuals and groups
- A self-starter who is able to take the initiative and work independently or as part of a team, as required
- Ability to manage workload and work well under pressure
- Responsive to change and adaptable

Other

Essential:

- Willing to work flexible hours when needed, to attend occasional evening and weekend meetings as required
- Willing to undertake home visits, abiding by GRCC's lone working policy