



Portishead Town Council Job Description

Job Title	Wellbeing Coordinator
Grade range	SCP 12–17 (£22,571 to £24,920 Pro-rata)
Term	24 months – 30 hours per week
Responsible to	Portishead Town Clerk / Deputy Town Clerk
Purpose of the role	<p>1. To support the Portishead Wellbeing Partnership and the delivery of its objectives and priorities; reporting to the board.</p> <p>2. To develop an asset based (ABCD) community approach to building on the strengths of local people’s experience and skills to support them to stay connected with their local communities, increasing their resilience and contributions, and growing the opportunities for their connection and activities which develop their wellbeing.</p> <p>In order to facilitate this, the focus will be to develop local partnerships which develop:</p> <ul style="list-style-type: none"> • Greater co-ordination of wellbeing provision locally • Improved promotion of provision of local wellbeing groups and activities • Increased investment in local wellbeing services • Creating local links to wider social determinants of health, e.g., housing policy, (active) transport and green spaces • Providing a link for engagement with Integrated Care Partnerships, North Somerset Together and the NSC Wellbeing partnership co-ordinator.
Main responsibilities and key tasks	<p>Management and Relationships</p> <p>This is a key role to enhance the capacity of Portishead Town Council to be central in having a wellbeing partnership approach.</p> <p>The post holder will support the Portishead Wellness Partnership (PWP) work and be required to liaise, network and maintain good working relationships with a wide range of the Town Council’s stakeholders, specifically focusing on developing and enhancing wellbeing partnerships. This will include; Town Council colleagues, elected members, community groups, North Somerset Council, Integrated Care Partnership (health), North Somerset Together and the network of other wellbeing coordinators embed or being recruited by other town councils across North Somerset.</p> <p>Responsibilities</p> <p>To actively enhance wellbeing networks and partnerships on behalf of the Town Council in order to fulfil its strategic objectives regarding community development by:</p> <ul style="list-style-type: none"> • Undertaking regular outreach and engagement activities to discover what matters to people in their communities • Build a picture of previous and continuing activities and organisations contributing to wellbeing • Work closely with providers of wellbeing activities to improve promotion and co-ordination • Build a knowledge of other local wider determinants of health

	<ul style="list-style-type: none"> • Link with North Somerset Council and the Integrated Care Partnership to promote the wellbeing opportunities in the area. • Link with the North Somerset Council Wellbeing Partnerships Co-ordinator and North Somerset Together network to share learning and understanding • Building the capacity of local people through developing their knowledge and skills and helping them turn their ideas into projects • Signposting people to relevant development opportunities within their local area • Identifying and “fanning the flames” of local initiatives that have potential to build on the strengths and experiences of people. • Promoting diversity, inclusion and equality of opportunity in all activities <p>General</p> <ul style="list-style-type: none"> • To provide advice, information and assistance as a representative of the Town Council, as required to comply with record keeping procedures in relation to finance and administration. • Ensuring that systems and processes comply with Town Council Policy and Procedures. • Complying with the Town Council’s Equality and Diversity, Health & Safety, Data Handling and Safeguarding Policies at all times. • Undergoing such training as shall be identified by the Town Council Clerk/ Deputy Clerk. • Assist with the Town Council’s Community programme/s. • Undertake other duties which might reasonably be expected of the post holder.
Direct reports	<ul style="list-style-type: none"> • None
Key relationships	<ul style="list-style-type: none"> • Team colleagues • Portishead Town Councillors • Health and wellbeing providers • Contractors, suppliers and delivery partners • North Somerset Council • Residents and businesses
Hours of work	<ul style="list-style-type: none"> • Normally between 09.00:17.00 • All team members will be expected to work some evenings and occasional weekends to attend meetings and events. • We operate a flexi-time policy
Normal place of work	<ul style="list-style-type: none"> • Portishead Town Council Offices, Community hub and at home as agreed with Manager. • Meetings and events may be held across the town and further afield.

Portishead Wellbeing Coordinator

Person Specification

Key Criteria	Essential	Desirable (or be willing to work towards)
Education and qualifications	<ul style="list-style-type: none"> • Minimum GCSE-Grade or equivalent in Maths and English • Hold a recent DBS check or the ability to apply for one 	<ul style="list-style-type: none"> • Clean and full driving licence and access to a vehicle
Experience	<ul style="list-style-type: none"> • Experience of co-ordinating and/or working successfully in a team/project • Experience in designing and conducting research 	<ul style="list-style-type: none"> • Experience of delivering successful Wellbeing initiatives with partners • Experience in the healthcare sector • Experience of working in local government • Experience of working in / with the voluntary sector • Financial budgeting experience
Competences (skills, abilities and knowledge)	<ul style="list-style-type: none"> • Excellent communication skills including report writing, presenting, and ability to explain complex information to a wide-ranging audience • Ability to work independently and prioritise tasks with competing work demands • Ability to confidently research, set deadlines and support others to meet them • Excellent interpersonal skills to build good working relationships with service providers and service users • Skill and knowledge to build effective working relationships with a range of organisations and individuals • A proactive approach with the ability to generate new ideas • Confident IT skills including the use of social media 	<ul style="list-style-type: none"> • Local knowledge