



Job Description

Job Title:	Whole Health Project Officer
Department :	Health
Grade :	5
Line Manager:	Senior Data Analyst

PURPOSE OF THE ROLE:

This role will provide a high standard of practical, administrative, research and training support to ensure the successful implementation of a Whole Health Approach to domestic abuse.

It will support in the coordination of mapping across health systems, collection and analysis of data, and writing reports for funders.

This will be achieved by supporting the Whole Health Project and Programme Managers with the development and implementation of a Whole Health accreditation.

Main Responsibilities:

- Organise and service meetings with key stakeholders, including minute taking, scheduling and maintaining accurate records.
- Coordinate enquiries about the project as they arise.
- Liaise with key stake holders to ensure accurate information and resources are sought and secured.
- Support the health team in developing and cultivating trusting and effective relationships with diverse range of stakeholders, communities, and survivors.
- Collate and accurately input a range of data into databases that support the work of the health team.
- Assist in various data collection and reporting tasks as required by the Project Manager.
- Build relationships with other data providers to ensure delivery of data and extend the scope of data available.
- Undertake impact measurement activities in line with reporting requirements
- Support the Programme and Project Managers in the analysis and presentation of data relating to the health work

- With support from the Programme and Project Managers, develop the tools and resources required for effective implementation of a Whole Health Approach.
- Support the development of toolkits, training materials and briefings and support their promotion.
- Support health consultation work undertaken by the Regional Leads, Programme and Project Managers.

External/Partnership Working

- Act as a professional ambassador for Standing Together in all aspects of work both within but also in any work requiring contact with partners, external contacts, etc.
- Apply positive and productive communication with external partners and stakeholders.
- Share any information drawn from external or partnership contact, with managers, other team members and the wider organisation as required.

Project Management

- Work with management and colleagues to ensure all development and project responsibilities are undertaken, including provision of project monitoring data and monitoring/information to support effective team function, funding bids and organisational activities.
- Share any information drawn from external or partnership contact, with managers, other team members and the wider organisation as required.

General responsibilities

- Operate within the organisation's scheme of delegation.
- Abide by all organisational policies, codes of conduct and practice, and to work within a framework of equal opportunities and anti-discriminatory practice.
- Contribute to organisational development and positive change for the effective functioning and sustainability of Standing Together.
- Share information with colleagues (e.g. feedback from conferences and reports), working in a collaborative manner conducive to organisational effectiveness, development and strategic aims.
- Undertake all activities within a framework of best practice, commitment to excellence and quality standards.
- Any other duties, commensurate with the level of the role as requested by the line manager or other appropriate person.
- Attend and participate in team and organisational staff meetings.
- Share information with colleagues (e.g. feedback from conferences and reports); keeping colleagues informed about issues arising from your work; consulting with colleagues
- Actively participate in Standing Together's development linking individual project learning with the wider organisation and sharing training, attendance at external meetings, etc
- Undertake all activities within a framework of best practice, commitment to excellence and quality standards.
- Any other duties, commensurate with the level of the role as requested by the line manager or other appropriate person.

Selection Criteria are the skills, abilities, knowledge, experience and/or qualifications required to be able to carry out the duties of this post.

Please, therefore, **address each criteria listed below, specifically and clearly**, drawing upon all of your experience, whether it has been gained at home, work or on a voluntary basis.

Knowledge, skills & experience required:

1.	A thorough understanding of domestic abuse, its dynamics, and its impact on the health of survivors and their children.
2.	An understanding of the Coordinated Community Response to domestic abuse in its and commitment to all aspects of partnership and multi-agency working to improve that response.
3.	An understanding of safeguarding responsibilities, especially in relation to domestic Abuse.
4.	Strong administrative skills with the ability to provide administrative support remotely.
5.	Experience of inputting data into databases/spreadsheets and extracting data for the purposes of producing reports, using Microsoft Excel (PowerBI desirable).
6.	Experience of working in partnership with voluntary and statutory sector agencies to enable their full participation in the partnership.
7.	Experience collecting, maintaining, analysing and presenting data for reports, and/or visual presentations.

Personal Attributes required:

- Strong team player
- Excellent written, communication and presentation skills.
- Self-starter with the ability to use their initiative and judgement in dealing with colleagues and partner agencies without direct supervision.
- An understanding of and commitment to equal opportunities in employment and service delivery

Qualifications required:

N/A

Date Updated 25.07.2024