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April 10, 2025

Dear Applicant

Ref: Health and Wellbeing Mentor (Families)

Thank you for your interest in the post of Health and Wellbeing Mentor (Families).

This pack comprises information about the post and links to find out more about the work involved.

Our annual report can be found here:

<https://www.feelgoodfactory.org.uk/index.php/annual-report-a-c-s>

This post involves working as part of Living Well Sefton. Information about this can be found here:

<http://www.livingwellsefton.org.uk/>

If you wish to apply, please do so using our online application form. **Please note that we do not accept C.V.s. – only applications received via our application form will be accepted.**

In order to apply please follow these steps:

1. Read the information about the post carefully.
2. In particular you will be asked to provide a letter in support of your form. This is mandatory and the most important part of the application form. You will be asked to upload this with the online form.
3. Once you are ready, please access the online form. This can be found here:
<https://form.jotformeu.com/NethertonFeelgood/job-application-form>
4. Please also complete the Equal Opportunities Form here.
<https://form.jotform.com/NethertonFeelgood/EOForm>
This is kept separate from applications.
5. When you are happy with the form, click submit.
6. A summary of your application will be sent to you by email.

If for any reason you cannot use this form, please email me at the address above and I will forward to you a PDF copy of the form.

Should you have any questions please do not hesitate to contact Malcolm Bannon, the Healthy Living Services Manager, on 0151 291 8010 or malcolm.bannon@feelgoodfactory.org.uk.

Good luck with your application.

Yours sincerely

A handwritten signature in blue ink that reads "Sandra Duncan". The signature is written in a cursive style.

Sandra Duncan
Chief Executive



Health and Wellbeing Mentor (Families)

Job Description

Job Title:	Health and Wellbeing Mentor (Families)
Salary:	£23,004 p.a. (pro rata).
Hours of Work:	20 per week
Reports to:	Healthy Living Services Manger
Location:	Netherton Feelgood Factory

Job Purpose: As part of the Living Well Sefton service, to engage and support residents in making healthy lifestyle choices, in the context of their own communities. To raise awareness of the benefits of good health and to give practical support to help people improve their knowledge, skills and confidence in improving their lifestyles. The particular focus of this post will be to provide support for local families.

Main duties and responsibilities:

- ◆ To identify and engage effectively with members of the community from all backgrounds, abilities and ages, including parents, older people, young people and families
- ◆ To identify particular needs of the local community in relation to the wider determinants of health
- ◆ Identify ways of ensuring communication with hard to reach communities.
- ◆ To support clients to recognise and change their current lifestyle and to identify how their way of life might affect their health and well-being
- ◆ To provide health education to people to improve health and encourage healthy lifestyles/promote behavioural change. To be persuasive and to encourage and motivate people using creative ways of addressing negative behaviour.
- ◆ To be respectful and non-judgemental of people's lifestyles, and to be able to encourage them in choices and actions that are acceptable and achievable to them, while being aware of cultural considerations in regard to people's lifestyles e.g. diet/physical exercise.
- ◆ To be aware of and sensitive to barriers to adopting a healthier lifestyle such as affordability, accessibility and life circumstances.

- ◆ Organise and manage sessions to identify and engage with individuals and raise awareness, e.g. smoking cessation and diet.
- ◆ Enable clients to make choices and develop an action plan to change behaviour and sustain those changes, leading to more healthy choices and actions interpreting local and national strategy
- ◆ To maintain a high level of confidentiality in all aspects of work including client records and conversations
- ◆ Support individual's 'action plan' over an agreed timescale. Review and revise 'action plans' with individuals as appropriate.
- ◆ To maintain accurate information systems of records and activities, complete data sheets and explore trends and formulate strategies with line manager.
- ◆ To manage difficult clients who may have emotional episodes in a tactful and supportive manner.
- ◆ To refer clients who have more complex needs into voluntary and health services.
- ◆ To take immediate action, in line with existing policies and procedures, when faced with a high risk client situation.
- ◆ Identify health and social care resources and signpost/facilitate access (e.g. to healthy activities or health service provision) and, if necessary, attend health activities with individuals to encourage involvement.
- ◆ Work in partnership with Public Health, Acute Health services, Community Services, voluntary groups and other groups to develop health improvement initiatives.
- ◆ To support and mentor volunteers from the community to enable them to contribute to the service.
- ◆ To collect information as part of the local evaluation and contributes to national research work.

Family Support

- ◆ In particular to provide support for families with health and wellbeing needs.
- ◆ To help to staff the Feelgood Community Hub

It is the nature of the work of Feelgood Factory that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

All employees are required to abide by Feelgood factory's policies with regard to Health and Safety, and Equal Opportunities. All employees are also reminded of the need to keep all information regarding the organisation, its clients, partners and funders confidential, except where information needs to be shared on a professional basis with colleagues or external partners.

January 2022 - SD



PERSON SPECIFICATION

Health and Wellbeing Mentor (Families)

	Essential	Desirable	Method of Assessment
Qualifications & Training	Educated to at least 'A' level standard/NVQ Level 3		Application Form
		Recognised Health Trainer qualification, i.e. City & Guilds Level 3 Certificate for Health Trainers or equivalent.	Application Form
		Relevant childcare qualification/experience	Application Form
Knowledge, Skills, Experience	Effective communication skills with both individuals and groups		Application Form & Interview
	A good knowledge of healthy living issues		Application Form & Interview
	Able to talk to people and to listen face-to-face and on the phone.		Application Form & Interview
	Respectful and encouraging of people regardless of their different backgrounds		Application Form & Interview
	A good knowledge of the Community and Voluntary Sector		Application Form & Interview
	Demonstrable experience of working with and encouraging people from a diverse range of backgrounds		Application Form & Interview
	Experience of engaging with a local community		Experience of carrying out regular monitoring and evaluation with

			participants
	Know how to find out about local services and how to support individuals to use them		Application Form & Interview
	Excellent presentational and interpersonal skills		Application Form & Interview
	Experience of setting individual action plans		Application Form
	Knowledge of what makes people healthy and unhealthy		Application Form, Interview
	To be able to use and have experience of using Information Technology		Application Form & Interview
		A good knowledge of relevant issues in the borough of Sefton	Application Form & Interview
Other General Competencies	Ability to manage time and self effectively and to meet deadlines		Application Form
	Ability to work as part of a team and under own initiative		Application Form & Interview
	Willingness to work in a flexible way in line with the requirements of the post. This may involve some evening and weekend work		Application Form & Interview

February 25 (SAJD)