



Health and Wellbeing Coordinator

Hours:	Up to 16 hours (can be worked flexibly on-site Monday to Friday between 10am-4pm), occasional weekend and evening work
Contract:	Permanent
Salary:	£31,611 to £33,926 pa pro rata (actual salary: £14,450 to £15,509) plus 5% pension contribution
Annual Leave:	25 days per year pro rata (increasing by one day per year until you reach a maximum of 30)
Location:	You will work across our sites, but be mainly based at Share Community, 64 Altenburg Gardens, London, SW11 1JL and Share Gardens, Gillian Webb Memorial Gardens, Grounds of Springfield University Hospital, 61 Glenburnie Road, Tooting, London SW17 7DJ
Line Manager:	Head of Volunteering and Community Services

About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, and move towards employment.

The role

You'll be responsible for coordinating a holistic and innovative healthy living programme at Share. You will be responsible for coordinating activities which will result in sustainable benefits and support adults with learning disabilities to live healthier and happier lives, make connections and feel less isolated. You will plan, co-produce and deliver a series of workshops and interventions, work with colleagues and students to identify changes to be made across Share services, embed good practice amongst the organisation, and build key partnerships with the health sector (GPs, health professionals, social prescribers, and learning disability nurses) to increase awareness of / access to health services.

Your activities will support our students to reach their health and wellbeing goals – whether that's getting active and improving their fitness, living more healthily, building confidence or reducing isolation. Activities will take place within the community as well as at our training centres. This post requires a flexible and proactive approach to work.

Who we are looking for

You will have a good understanding of the challenges faced by adults with learning disabilities and a strong commitment to the inclusion of disabled people in all aspects of life. Ideally, you have a background in health (occupational health, nursing qualification, nutrition, mental health and/or learning disability). You will have experience of planning and coordinating inclusive projects, ideally in health and wellbeing. You will take a

collaborative and empowering approach, working with students, parents and carers, partners and volunteers to plan and deliver person centred services. You will have excellent planning, teamworking and time management skills. You will need to be an energetic people person who approaches projects and challenges in a creative and flexible way.

Main Responsibilities

- To plan and coordinate a holistic health and wellbeing project which is delivered across Share projects and sites, and which supports students' learning goals, health, wellbeing and social development
- Plan and deliver specialised workshops in a variety of topics (this may include autism and mental health, epilepsy, dementia etc)
- To work closely with students and recruit student ambassadors to co-produce the project; including activities that will enable our students to develop strategies that lead to improved health and wellbeing and support self-advocacy
- To line manage a small Health and Wellbeing team
- To work with students, colleagues, and parents and carers to identify new approaches to health and wellbeing and embed good practice
- Work to expand our health and wellbeing networks by identifying and developing partnerships and opportunities to broaden the scope of opportunities we offer and increase awareness of / access to health services
- To develop positive rapport with a diverse cohort of students, this will include using aids to communication, including Makaton and using digital apps
- To develop awareness of sensory preferences and other needs to promote a positive and inclusive environment for individual students on the autistic spectrum
- To support in assessing students' learning and health needs and contribute to designing each student's individual development plan and Student Star record, taking part in regularly reviewing them
- Work closely with the Head of Volunteering and Community Services and Head of Wellbeing and Quality and Impact to develop recording, monitoring and evaluation mechanisms for the project
- Follow Share's health and safety procedures and best practice, including carrying out risk assessments where required and ensuring the safety of students whilst attending sport sessions and trips
- Support the recruitment and retention of regular volunteers that support your groups, by following best practice as guided by the Volunteer Coordinator
- To produce risk assessments and when needed
- To work at all times within a framework of equality of opportunity and in a way that values each student
- To undertake any training that may be required in order to fulfil the role as effectively as possible including courses to update knowledge in best practice in autism, Safeguarding of Vulnerable Adults, Makaton and Basic Food Hygiene

- To attend and take part in Share staff meetings, one-to-one meetings with your line manager, organisational events and external events as required
- To undertake any other tasks as may reasonably be required

Person Specification

Essential experience

1. Experience of working within a health or social care environment and providing services directly to a diverse community
2. Experience of managing inclusive health and wellbeing activities, achieving targets, and ensuring a good attention to detail
3. Experience of working in a way that promotes self-advocacy and supports people to make their own choices
4. Experience of identifying, building and maintaining positive relationships with a wide range of health care professions, partner organisations, support networks, and agencies on behalf of clients

Essential Skills and knowledge

1. Knowledge and understanding of health inequalities, and approaches to tackling them, particularly in relation to people with learning disabilities.
2. Excellent administration, organisational and time management skills
3. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases
4. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and project plans
5. Knowledge about best practice in autism and supporting adults with learning disabilities
6. Great listening, communication and facilitation skills, including the ability to communicate with those who are non-verbal

Essential Personal Qualities

1. An understanding of what helps disabled people to become fully socially included, and a deep sense of justice and commitment to equality for all and belief that everyone has something to offer others
2. A strong team-player who enjoys working with others and can build good working relationships with staff, partners, volunteers, families/carers and members
3. Personal flexibility and the ability to work in a way that is adaptable, reliable and focused on the needs of each individual
4. The ability to solve problems creatively, explore options and manage tricky situations

Desirable

1. A background and/or qualification in the health and wellbeing sector or equivalent
2. Current First Aid certificate
3. Proficiency in Makaton

How to apply

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

Please send us your CV and a cover letter. In your letter, please tell us:

1. Please can you tell us what attracted you to this post? What qualities do you believe you possess which will make you successful in this role and why?
2. What experience do you have of planning, coordinating and evaluating health and wellbeing projects for a diverse local community?
3. How will you plan a programme of sessions which will support learning for a cohort of students with substantially varied levels of capability, and what will you do to ensure these sessions are inclusive for all students?

Please also complete our equal opportunities form, which you can download from the job advertisement page on our website. Please send us the three documents to hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at hadmin@sharecommunity.org.uk.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

This job is subject to two satisfactory references, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application

