



OPERATIONS & HEALTH ASSOCIATE

Peepul Centre, Orchardson Avenue, Leicester, LE4 6DP

<https://peepulenterprise.com/>

Peepul Centre is recruiting for a **Peepul Operations & Health Associate** to support Management, Front of House Operations including Marketing and the Peepul Health Group.

Peepul Centre is a dynamic, buzzing, multi-purpose Community and Arts Centre offering a range of 'Lifestyle and Health & Well Being Activities' including theatre, children's nursery, gym and sports hall, art spaces, dance studio, training rooms, banqueting suite, restaurant, and bars.

We aim to serve the local community at every stage of life through in-house projects, partnering with organisations and through our wide-ranging tenants.

In 2020, the Centre partnered with NHS and became a regional Covid vaccination hub. More recently, in 2022, The Neighbourhood Mental Health Café was set-up with the NHS. Building on our health portfolio, other Health programmes are run in the Centre largely in partnership with the NHS including Diabetes, Covid-rehab and Immunisation.

The Centre is fully accessible.

Peepul Centre's vision is to develop a busy and lively community hub, rich in cultural heritage, that supports the wellbeing and resilience of its local community through Sports and Fitness, Health and Wellbeing, and Cultural Heritage and Arts.

The Centre is led by a Management Team ensuring stream-lined operations.

PEEPUL OPERATIONS & HEALTH ASSOCIATE ROLE

The role is for two days per week initially, with a 12 month contract and an initial 3-month review period.

Pro-rata for part time working (7.5 hours per day/52 weeks per year)

Salary Scale: £11,700 (£29,250 per annum equivalent)

We are looking for a Bachelor's degree graduate preferably in Science, Social Science or Health Related and with some Marketing experience. The candidate should be able to work in a dynamic environment working at fast pace and with hugely varied needs and experiences and a willingness to grow and develop in new areas.

This role will provide assistance to the Management Board, Front of House and the Health Group reporting to Dr Santosh Bhanot, Director & Head of Health. You will help to increase

the Operational Management Capability, Marketing Capacity and build Peepul Health and Wellbeing portfolio. The role will include cataloguing of digital information, developing communication materials, building on governance and operating practices, website development, supporting events and helping in the development of our Healthcare Programmes. This will enable the realisation of Peepul Centre's strategic plan over the next three years and its further development as an integrated Community Hub.

The role will include:

1. Operations and Systems Support
 - Ensure all policies and procedures are in place and being regularly carried-out, up to date and a tracking system is in place
2. Events Portfolio Development & Recruitment
 - Ensure a calendar of the annual Peepul Events are recorded and a top-line plan of templates and tracking is in place
 - Advertise vacancies, organise appointment interviews and coordination of references for the selection of new Recovery Health Staff
3. Marketing
 - Events Campaign Development including Banner, Posters, social media (Insta, FB, LinkedIn)
 - Website development and update
4. Health Group Support
 - Support the governance, set-up, and delivery
 - Development of Programmes and small Conferences such as our World Mental Health Symposium
 - Support Peepul Health Development & Mental Health Café recruitment of Staff, Delivery of the Service and governance and documentation

The successful candidate will require the following:

ESSENTIAL SKILLS / KNOWLEDGE

- 1) A scientific background and able to apply practically in health settings such as for the Peepul Mental Health Café.
- 2) Strong knowledge and practical experience of working on Marketing Campaigns including Events and Social Media platforms.
- 3) Ability to monitor and interpret statistical data and evaluate and summarise findings under guidance.
- 4) Strong working knowledge of appropriate IT skills and software packages to carry out the role in person and/or remotely.
- 5) Strong managerial skills including systems, processes, and documentation.
- 6) Experience and confidence in giving talks and presentations.
- 7) Ability to collaboratively work and liaise closely with the Peepul Staff and the Board of Directors.

- 8) Self-motivated, with the ability to take initiative.
- 9) Ability to keep accurate records and provide concise reports.
- 10) Good organisational skills.
- 11) Able to travel and work flexible hours e.g. attendance at evening meetings, weekend events and workshops.

DESIRABLE SKILLS

- 1) Experience paid or voluntary working with vulnerable Adults.

The successful candidate will be enthusiastic and flexible, with excellent communication and team working skills and have a commitment to developing and enhancing the services offered by Peepul Centre.

To apply for this post please send through your CV and a cover letter stating why you would be suitable for this role.

The closing date for applications is Friday 23 Feb 2024, 11.30pm. Interviews will take place shortly after.

Santosh Bhanot PhD FRSA

Director & Head of Peepul Health, Peepul Centre

Orchardson Avenue | Leicester, LE4 6DP

santosh.bhanot@peepulenterprise.com | 07780908008