



JOB DESCRIPTION

Job Title: WorkWell Project Officer

Community Action Dacorum is a charity that makes a positive difference to the local community. As a "Council for Voluntary Service", we believe in bringing people together to achieve more in their communities and improve quality of life. Our Vision is to be recognised throughout our region as a leading provider of community services and projects of the highest quality, efficiency, and value.

Based at: 48 High Street, Hemel Hempstead.

Reporting to: Head of Employability

Project length: 1 year

Job summary: We are seeking a highly organised and detail-oriented Lead Project Officer to oversee the coordination and execution of the WorkWell project within our Employability Team. This role involves the overall management of the project, ensuring all timelines, resources, and deliverables are met. The successful candidate will be responsible for gathering and consolidating information from various departments, compiling comprehensive reports, and ensuring clear communication across all stakeholders.

The WorkWell scheme is a voluntary program that helps people with health conditions or disabilities return to work or stay in their current role, and there are a number of pilot programmes of work being developed across the country. Programmes of work include:

- an early-intervention work and health assessment service, with low-intensity holistic support for their health-related barriers to employment (such as employer liaison and work and health coaching)
- a single gateway into services that are available locally to tackle their specific needs. This could include healthcare professionals, community sector services, health promotion programmes, more intensive employment support, and much more

Hertfordshire and West Essex Integrated Care System are now keen to apply learning from the WorkWell pilot sites and review their current work and health assessment services and develop recommendations to provide improved support to our population - and these roles are key in understanding this learning and developing those recommendations.

Key Responsibilities

Project Management: Lead and manage all aspects of the project from initiation to completion. Collect, organise, and analyse information to ensure accuracy and completeness. Prepare detailed reports, including progress updates, risk assessments, and final evaluations. Coordinate communication between stakeholders and ensure all project documentation is up-to-date and accessible. Track project milestones and deliverables to ensure deadlines are met.

Stakeholder Engagement and Partnership Building: Engage, establish and nurture relationships with key stakeholders, including local authorities, GPs, NHS services, DWP/Jobcentre Plus, voluntary sector organisations, and employers to develop a cohesive ICS-wide Work and Health Partnership.

Needs Assessment and Service Mapping: Conduct a thorough gap analysis to assess the availability and accessibility of services for people with long-term health conditions and drive the mapping of current work and health services across the ICS, identifying gaps in provision and opportunities for integration to address unmet needs.

Strategic Planning and Service Integration: Propose strategies to integrate existing services across the ICS to improve work and health outcomes, particularly for those with complex or long-term health needs and develop a comprehensive Service Integration Delivery Plan that aligns with the work and health priorities outlined in the Spring Budget.

Person Specification

Essential

- A degree or equivalent experience in a relevant discipline (e.g., Public Health, Social Care, or Project Management).
- Proven experience in project management, ideally in health, social care, or employment-related initiatives.
- Strong understanding of the challenges and opportunities in integrating health and work services.
- Demonstrated ability to engage and work effectively with multiple stakeholders, including local authorities, health systems, employers, and community organizations.
- Knowledge of health inequalities and the impact of digital exclusion on vulnerable populations.
- Experience in producing high-quality reports, proposals, and strategic plans.
- Strong communication and interpersonal skills with the ability to influence and negotiate with senior stakeholders.
- Ability to work autonomously and manage competing priorities effectively.

Desirable

- Knowledge of the Integrated Care System (ICS) structure and how different sectors (NHS, local government, voluntary sector) interact.
- Experience working with the Department for Work and Pensions (DWP), Jobcentre Plus, or similar employment services.
- Familiarity with national health and employment strategies, including the Spring Budget measures and the Levelling Up agenda.
- Experience with service integration initiatives, particularly around work and health.