

JOB DESCRIPTION

Community Engagement and Activities Facilitator (Social Groups)

Hours of work: 28 hours per week Monday to Friday to be worked in office hours between 0830 and 1800 (excluding lunch break). This role has an essential requirement to work during school holidays and occasional weekends to help deliver play sessions and Healthy Holidays schemes.

Salary: £17,761.12 (£22,149.40 FTE)

Holiday Entitlement: 36 days per annum pro-rata including 8 bank holidays

Employer: Board of Directors Keighley Healthy Living (KHL)

Supervision: Kerry Page, Lifestyle Change Manager, KHL

Location: Based at 13 Scott Street, Keighley, BD21 2JH with outreach work in Ilkley

Job Purpose:

To plan, deliver and evaluate a range of social groups and activities to adults and children living in Keighley and surrounding areas. Build on community and individuals' strengths to enable them to make sustainable healthy lifestyle choices. To signpost and connect people to other activities in the local area to promote wellbeing. To support the monitoring and evaluation of all the activities delivered.

Principal Responsibilities:

1. Programme Delivery:
 - a. Social groups
 - b. Activities such as cooking, craft and play
 - c. Connecting projects and signposting
 - d. Volunteer and peer support
2. Wellbeing coach
3. Monitoring and evaluation

1.0 Programme Delivery

1.1 To deliver a range of social groups and activities to children, young people and adults in schools, at KHL and in community settings, such as cooking classes, playground games, outdoor play and fun activities.

1.2 To deliver taster sessions at events to promote KHL activities and engage people with a variety of activities.

1.3 To follow good practice on health and safety, ensure all programmes meet national and local guidance and are evidence based and follow KHL and national guidance.

- 1.4 To support the planning and delivery of the Healthy Holidays Club in the school holidays.
- 1.5 To support the Project Managers with the operational running and promotion of classes delivered by freelancers.
- 1.6 To support the Project Manager with project delivery and development of projects.
- 1.7 To ensure all relevant paperwork for monitoring is undertaken as required by funders/commissioners.
- 1.8 To liaise with the Marketing and Communications Officer on marketing and promotion.
- 1.9 To attend relevant groups, meetings and training.

2.0 Wellbeing Coach

- 2.1 To signpost and support people to access social and other KHL classes in the local areas to improve wellbeing.
- 2.2 To deliver one to one wellbeing support/coaching sessions.
- 2.3 To work with GPs, other health professionals, Public Health, voluntary and community groups and public sector organisations such as children centres in promoting and developing outreach work and KHL's programmes.
- 2.4 To attend relevant events to promote KHL activities and groups.
- 2.5 To support volunteers and peer support roles within KHL.
- 2.6 To ensure appropriate staff are aware of additional needs/support of clients.

3.0 Monitoring and Evaluation

- 3.1 To work with the Project Manager to develop appropriate monitoring and evaluation tools and ensure all relevant paperwork for monitoring is undertaken as required by funders/commissioners.
- 3.2 To report to the Project Manager any concerns regarding the programmes.
- 3.3 To undertake evaluation and case studies as directed by the Project Manager.
- 3.4 To manage all data collected and follow guidance.

Additional:

To promote the positive and professional ethos of KHL both internally and externally.

To attend staff meetings, 1:1 meetings and other meetings at the request of the managers.

To work as part of a team and develop positive relationships with colleagues.

To generate and share ideas to develop and improve projects and administrative systems.

To support and train volunteers and student placements.

To carry out any additional duties as required or appropriate to the post and grade.

To undertake relevant training to maintain and update your skills and knowledge within your job role and to keep a record of training undertaken as agreed with your line manager.

Equal Opportunities:

Work within and implement the Equal Opportunities Policy and Procedures of KHL.

Confidentiality:

Ensure that information relating to participants remains confidential in line with KHL's Confidentiality Policy.

Safeguarding:

To report any safeguarding issues to a KHL Manager as soon as is possible and in line with the KHL Safeguarding Adults Policy and the KHL Child Protection and Safeguarding Children's Policy. To complete or provide a DBS check (Disclosure and Barring Service), formally called CRB in-line with the DBS regulation.

Health & Safety:

Work within and implement the Health and Safety Policy and Procedures of KHL having regard to the duty of care to avoid injury to yourself and others. The post holder will take all reasonable steps to ensure the safety of volunteers and service users and will liaise with the Board of Trustees on issues affecting health and safety.

Environmental Responsibility:

All post holders are required to carry out their duties in line with the Environmental Policy of KHL.

This is not a final and complete statement of the duties attached to this post which may need to be amended from time to time in accordance with the changing needs of the organisation.

13 Scott Street ▪ Keighley ▪ BD21 2JH

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