



Apprentice - Wellbeing Service (Community Health and Wellbeing) - fixed term contract for up to 16 months

Salary: Apprenticeship grade: £24,310 p.a.

Community Health and Wellbeing apprenticeship Level 3 with Tend Training.

37 hours per week including release for study.

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk' and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Location: Civic Offices, Guildhall Square, Portsmouth

"We want Portsmouth to be a healthy and happy city, in which each person has the education, care and support they need for their physical and mental health"
[\(Health and Wellbeing Strategy 2022 - 2030\)](#)

The Public Health Directorate plays a key role in achieving the city's ambitions by providing leadership and influence to improve the health and wellbeing of the people of Portsmouth. We do this by focusing on improving the health and wellbeing of our poorest residents fastest to reduce health inequalities.

The service leads on delivering the Council's public health role and works closely with a range of colleagues within the Council and partners to optimise opportunities, such as Hampshire & Isle of Wight Integrated Care Board, the voluntary and community sector, the University of Portsmouth, businesses, and local residents. As a service we take pride in our work by valuing others and focusing on areas where we can make a real and positive difference.

The Wellbeing Service

People living in the most deprived communities in Portsmouth have poorer health outcomes and shorter life expectancy. Around two thirds of reduced life expectancy and health inequality in Portsmouth is caused by four conditions (cardio-vascular disease, cancer, liver disease and respiratory disease). These conditions are primarily associated with the four main risk factors known to impact health - specifically smoking, excess alcohol, unhealthy weight, and physical inactivity.

The Wellbeing Service supports individuals to modify behaviours, improve their health, increase life expectancy, and to reduce health inequalities for people in Portsmouth. The Wellbeing team provide services across the PO1 - PO6 locality in a range of venues including GP practices, hospital settings and community centres. In addition, the service provides telephone/virtual support. Some of the work undertaken will be targeting our most deprived communities, who suffer the greatest health inequalities.

We deliver a diverse range of services, so our principles are created to best meet the needs of the service and our customers balanced with the needs of our staff.

Team Principles are setting out how, where, why and for what teams work. They have been collectively agreed and owned by the whole team to best meet the needs of the service and our customers/residents. Team Principles are reviewed regularly to ensure the service needs continue to be met in the most effective way.

What is the role?

As a Wellbeing Apprentice, you will work towards building the knowledge, experience, and skills of a Wellbeing Practitioner to be able to:

- Work as part of a Team Rota covering all aspects of service delivery. Work patterns typically involve 2 evening shifts. Although primarily based within the Civic Offices you will be required to meet with clients in a variety of settings, including GP Surgeries, community venues, either in a 1-2-1 or group/clinic across Portsmouth (PO1 to PO6) to identify their support needs through conducting an initial assessment, which includes the use of validated screening tools such as Audit C and Warwick Edinburgh.
- Provide ongoing support through personalised support planning specifically around smoking cessation, weight management, harmful drinking; this may include providing extended brief advice and developing/delivering a programme of support. This may range from empowering through self-help, brief advice, support for the use of pharmacotherapy (e.g., providing nicotine replacement therapy and e-cigarettes) through to long-term engagement to support behaviour change and self-management techniques.
- Facilitate access to and provide ongoing support where needed to support broader holistic issues impacting an individual's health e.g., housing, debt, isolation, domestic abuse. You will be required to transport and safely store resources and equipment required for the role, such as stop smoking aids.
- Update all client interaction on the service caseload management system.
- Participate in Wellbeing Service Promotional events in a range of venues.
- Support colleagues who are delivering training in MECC, Connect 5, Smoking Cessation, Alcohol and Weight Management Brief Advice.
- Support the service Triage team by processing referrals and assessing new client's needs.
- Meet routinely with Apprenticeship Tutor and work towards completion of Apprenticeship Portfolio.
- Participate and deliver internal project work aligned to the Community Health and Wellbeing Apprenticeship KSB's this may include workforce development and health literacy.

Who is the person?

You will have:

1. A desire to support individuals to improve their health by modifying their behaviours around smoking, weight, physical activity, and alcohol consumption.
2. Knowledge and understanding of Portsmouth demographics.
3. A willingness to learn about Public Health and of the wider determinants of health, how they can impact individuals and how to engage people with support to address these.

4. Good Interpersonal skills and being part of a multi-disciplinary team able to demonstrate effective team working, working flexibility to meet the needs of the wider team.
5. Good communication skills: as you will be communicating with a range of individuals from service users to stakeholders. The ability to converse at ease with customers and provide advice in accurate spoken English (essential for the post).
6. Good data management and organisational skills with the ability to organise and manage your workload.
7. Good time management, ability for autonomous working.
8. Good level of numeracy and literacy.
9. Good IT skills, including the use of Microsoft Outlook, Teams, Word, and Excel, this will include the use of the Wellbeing Service system, QuitManager.
10. To comply with local Safeguarding procedure and undertake training if required.
11. Have a commitment to equal opportunities.
12. Car driver or ability to work across PO1 - PO6, ability to transport equipment and resources.
13. Willingness to undertake Level 3 Apprenticeship in Community Health and Wellbeing Worker and other job specific training including Smoking Cessation Practitioner
14. Willingness to work alongside Wellbeing Practitioners as part of learning in the role.
15. Knowledge of the wider determinants of health, how they can impact health and how to engage people with support to address these, is desirable.
16. Understanding of the role of Public Health in supporting healthy lives and reducing health inequalities would be desirable.
17. Understand and demonstrate the benefits of working in partnership/collaborating with others would be desirable but not essential.
18. Experience of working with community and voluntary sector groups would be desirable but not essential.
19. Demonstrate an ability to self-motivate and to act on one's own initiative.
20. Contribute to reflecting and reviewing existing work practices and procedures is desirable.
21. Able to demonstrate effective team working and supporting others to work effectively.
22. Be flexible to work some evenings and Saturdays to enable maximum accessibility to service users.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).