

Community Wellbeing Coordinator - fixed term/secondment opportunity until 31 March 2028 due to funding.

Salary: Band: 7 - £32,061 to £36,363 pa, (£25,995 - £29,483 for 30 hours)

30 hours per week - to be discussed at interview.

Office attendance is required. This remains flexible, subject to business needs.

Location: Various locations across Portsmouth.

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. Every post is subject to PCC and Portsmouth Safeguarding Adults Board safer recruitment procedures

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.

"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 and 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 P01 - 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. Continually striving for improvement, we are currently linking into a neighbourhood health operating model, aligning

with system partners to support health and wellbeing of residents within their local community.

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?

To support the Public Health Directorate and senior management teams to assist Portsmouth City Council in meeting its public health obligations to protect, promote and improve the health of citizens and to reduce health inequalities.

Specifically, as Community Wellbeing Coordinator, to coordinate the newly established Community Wellbeing Worker pilot programme within the Wellbeing Service.

With support from Wellbeing Service management, you will supervise a team of Community Wellbeing Workers - people recruited from their communities - to proactively assist in providing health and wellbeing services to those communities. Community Wellbeing Workers visit households in their neighbourhood to get to know all members of the household, build trusted relationships and have conversations with residents about their physical, mental and social health and wellbeing. Conversations will focus on the wider determinants of health - such as the cost of living, housing, employment, social connectivity, transport, and more - as well as any immediate health and wellbeing needs.

You will provide a range of public health delivery services, linked to health improvement and reducing health inequalities, such as those which address the wider determinants of health. This will include addressing modifiable risk factors, such as smoking, alcohol, overweight and obesity and physical inactivity, as well as mental health and wellbeing.

- Taking the lead in delivering the Community Wellbeing Worker pilot programme with a targeted population; supporting the planning, staff development needs, and evaluation of the programme, including producing reports and updates for various stakeholders and support implementation of learnings from these new roles within the wider team.
- Assessing the workforce performance of Community Wellbeing Workers through observation and peer mentoring and implement workforce development interventions to individuals, as a team and to stakeholders. Keep up to date with best practice updates and cascade to the wider team. Contribute to the development of new working practices and work alongside Management team in drafting new work procedures within the work area.
- Working as part of a Team Rota covering all aspects of service delivery. Work patterns typically involve 1 evening shifts per week (typically 11.30am - 7.30pm). You will be required to meet with clients in a variety of settings, including but not limited to GP Surgeries, community venues, residents' home, 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.

- 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 provide brief advice and extended brief advice. You will be required to transport and safely store resources and equipment required for the role, such as stop smoking aids. Participate in and/or lead in Wellbeing Service promotional events across the city.
- Providing ongoing support through personalised support planning specifically around physical activity, smoking cessation, weight management and harmful drinking; this may include providing extended brief advice and developing/delivering a programme of support. This will 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.
- You will ensure correct recording and updating of all client interaction on the Services caseload management system. You will support new referral processing and triage of clients when required.
- You will be required to supervise staff within small to medium-sized (up to 10) teams, which may include all roles of lower banding (this will include regular professional supervision). You will be a main point of contact for other individuals and services for advice and information on your expertise areas and be required to mentor and support the development of new staff members.
- Create and deliver bespoke training packages to stakeholders. You will also support colleagues in delivering/or deliver training in Healthy Conversations, Connect 5, and brief advice on: Physical Activity, Smoking Cessation, Alcohol and Weight Management.
- You will collaborate with key colleagues from the local health and care systems to work together to improve the health and wellbeing of the local population. You will support Portsmouth City Council and its partners in the response to health protection matters, such as the COVID-19 pandemic, and the concomitants that arise from that.
- Portsmouth City Council commit to developing its staff therefore as part of this role you will be expected to commit to ongoing learning and development.

Who is the person?

You need:

1. Excellent level of knowledge and technical skills when providing interventions to clients in physical activity, healthy weight, stop smoking (including pharmacotherapy) and alcohol reduction among population groups with higher levels of need.
2. Experience of creating and delivering training to meet service and stakeholder needs.
3. Experience in delivering targeted population projects, from planning, implementation, evaluation and reporting.
4. A knowledge of recognised behaviour change techniques and the ability to deliver health behaviour change.

5. An ability to contribute to reflecting and reviewing existing work practices and procedures and implement improvements. To demonstrate an ability to self-motivate and to act on one's own initiative.
6. Experience of supporting and developing colleagues as a peer and/or supervisor.
7. A knowledge and understanding of Portsmouth demographics and of the wider determinants of health, how they can impact health and how to engage people with support to address these.
8. An understanding of the role of Public Health in supporting healthy lives and reducing health inequalities.
9. Experience of working in partnership/collaborating with others.
10. Experience of working with community and voluntary sector groups.
11. A commitment to continuous personal development.
12. Experience of working in health, community and/or advice delivery services, in 1-2-1's or groups in a variety of settings, delivering/supporting behaviour change interventions.
13. The ability to facilitate support with physical activity, emotional wellbeing and the broader issues that may be impacting an individual's current health or could prevent the patients' ability to manage their health in the future through personalised support planning.
14. The skills to lead community-based clinics, working collaboratively with health care support staff, GPs, and community staff.
15. Excellent Interpersonal skills and being part of a multi-disciplinary team able to demonstrate effective team working and working flexibility to meet the needs of the wider team.
16. An ability to lead by example demonstrating high levels of integrity and compassion when working with less senior colleagues.
17. Excellent communication skills: as you will be communicating with individuals at all levels including service users and stake holders. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
18. Excellent analytical skills to enable effective data management, prioritisation/organisational, time management skills, and the ability to work autonomously and manage your workload to ensure all tasks are met on time.
19. Excellent level of numeracy and literacy.
20. Excellent IT skills, including the use of Microsoft Outlook, Teams, Word, Excel, and PowerPoint, this will include accurately capturing client activity through Service caseload management system and analysing impact of targeted projects and using the data to produce reports and presentations for stakeholders.
21. To comply with local Safeguarding procedure and undertake training if required.
22. A commitment to equal opportunities.
23. To be a car driver or the ability to work across PO1 - PO6.

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](#).