

Project Worker - Independence & Wellbeing Team (IWT)

Salary: Band 5 - £26,473 to £28,239 per annum

Hours per week: 37 hours per week

Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service. The role will require some evening and weekend working.

Location: Civic Offices, Portsmouth

Contract type: Permanent

What is the role?

To support and deliver community-based activities that improve health and wellbeing, reduce social isolation, and promote independence for adult residents in Portsmouth. The Project Worker works under the guidance of Community Development Officers and Team Leads but is responsible for the safe, practical delivery of agreed activity sessions on a day-to-day basis. The role focuses on frontline delivery, engagement with residents, gathering basic information, supporting volunteers, and undertaking the practical tasks required to ensure sessions run effectively.

Activity & Session Delivery

- Deliver community activities and wellbeing sessions independently in line with agreed plans, risk assessments, and procedures.
- Prepare resources, set up and clear activity spaces, and manage the practical running of sessions.
- Support residents to engage safely and confidently in activities, adapting delivery within agreed boundaries to meet participant needs.
- Deliver practical activities such as cookery, gardening, light physical activity, and other wellbeing-based sessions, following guidance and safe working practices.

Community Engagement

- Build positive, supportive relationships with residents and participants during sessions.
- Encourage participation and inclusion, responding sensitively to different needs, abilities, and backgrounds.
- Gather basic feedback from participants and identify immediate needs, signposting appropriately within agreed limits.
- Support engagement activities such as conversations, surveys, and attendance at community events as required.

Partnership & Joint Working

- Support routine communication with voluntary organisations, community groups, venues, and other partners to enable activity delivery.
- Share updates, issues, or opportunities identified during delivery with senior staff.
- Work cooperatively with colleagues across the Community Development Team and wider services as directed.

Data Collection & Reporting Support

- Record attendance, session outcomes, and basic feedback accurately and promptly.
- Provide routine data and information to Community Development Officers or Team Leads to support monitoring and reporting.
- Follow data protection and confidentiality requirements at all times.

Volunteer Support

- Support and guide volunteers involved in session delivery, ensuring they understand activities and feel supported.
- Raise concerns or issues relating to volunteers promptly with senior staff.
- Work within agreed guidance when supporting volunteers, with no formal management responsibility.

Safeguarding, Health & Safety

- Work in line with safeguarding policies, recognising concerns and reporting them promptly in accordance with procedures.
- Follow health and safety requirements, food hygiene guidance, and risk assessments during all activities.
- Maintain awareness of participant welfare and escalate concerns appropriately.

Who is the person?

You need:

1. Experience delivering or supporting community activities or group sessions.
2. Experience engaging with adults, including vulnerable people or marginalised communities.
3. Good communication skills, with the ability to explain activities clearly and accessibly.
4. Practical skills relevant to community activities (e.g. cookery, gardening, light physical or social activities).
5. A commitment to taking a co-productive, strength-based approach in the delivery of community-based projects.
6. Ability to follow procedures, guidance, and risk assessments consistently.
7. Awareness of safeguarding responsibilities and health and safety requirements.
8. Competent IT skills, including routine use of MS365 (Outlook, Teams, Word, Excel).
9. Good written and verbal communication skills as you will be required to regularly provide data to support quarterly reports.
10. Ability to work independently within agreed boundaries and seek support when required.
11. Ability to travel across Portsmouth.
12. Understanding of health inequalities and the impact of loneliness and social isolation.
13. Experience supporting volunteers in community settings. Able to work in a range of settings including indoor and outdoor environments.
14. Able to carry to meet the physical, mental and emotional demands of the post.
15. A clean full driving licence, and access to a car.

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](#).