



Health & Wellbeing Co-ordinator

Job Description & Person Specification

Job title:	Health & Wellbeing Co-ordinator
Reports to:	Projects Manager, LD:NorthEast
Accountable to:	Chief Executive, LD:NorthEast
Hours:	Part-time (18 hours)
Salary:	£20,000 - £22,500 pro-rata per annum, depending on experience
Based:	LD:NorthEast offices in Wallsend with regular travel across North Tyneside

Overall purpose of the job:

LD:NorthEast's Health & Wellbeing Project aims to drive down health inequalities and improve access to health services for people who have a learning disability. The project provides light touch support to help people manage their own health and wellbeing by providing interactive workshops and easy read information on a range of health related topics, as well as working with local professionals to identify people who would benefit from some additional support to manage their health needs.

The main outcomes of the project are:

- Offering preventative support to improve health
- Delivering educational activities to improve understanding of health and wellbeing
- Delivering a structured education programme to support self-management of type 2 diabetes
- Signposting to access additional services
- Providing support around key Public Health England messages
- Producing a range of easy read resources
- Working in partnership with local professionals to improve access to healthcare.

The Health & Wellbeing Co-ordinator will act as the main point of contact for anyone being supported by the project. They will support people to attend various health related appointments and will also offer preventative support to help people recognise symptoms and feel more confident about managing their own physical and mental health.

They will also design and deliver a range of interactive workshops and activities, and produce related easy read resources.

Key responsibilities:

- Support people to attend health related appointments, e.g. annual health checks, screening, hospital appointments, etc.
- Empower people to manage their own health and wellbeing, and motivate people to make healthy lifestyle choices.
- Work closely with the Healthy Tomorrows Service to identify people who would benefit from additional support to manage their health and wellbeing.
- Deliver a rolling programme of workshops and sessions on a range of health related topics.
- Support the Diabetes Education Co-ordinator to deliver the education programme sessions.
- Compile easy read literature on a range of health related topics to use in workshops, etc.
- Support the Projects Manager to organise external events in collaboration with local professionals.
- Work within the scope of all LD:NorthEast policies and procedures.
- Maintain confidentiality at all times, in line with procedures.
- To raise any concerns appropriately and be supported to follow safeguarding procedures when necessary.
- Attend all relevant team meetings and organisational events.
- Take responsibility for personal development and attend all training and supervision sessions.
- Any other reasonable duties.

Person specification (essential unless stated otherwise):

- Experience of supporting people with a learning disability and their families / carers in a related role.
- Experience of working directly in a community development context – health and social care, learning support or public health.
- Excellent communication and listening skills.
- Able to communicate effectively, both verbally and in writing, with a wide range of people and stakeholders.
- Experience of delivering community based education programmes (*desirable*).
- Experience of collaborative working and building effective working relationships with a diverse range of people / organisations (*desirable*).
- Experience of producing easy read materials (*desirable*).
- Able to work independently and within a team.
- Able to manage own workload, make appropriate decisions and meet deadlines.
- Good IT skills, including experience of data collection, providing monitoring information and using Microsoft Office suite.
- Commitment to person-centred support and equal opportunities.

- Full driving licence. Access to own vehicle and willing to use own vehicle for business travel (mileage expenses will be reimbursed).

This post is subject to a Disclosure and Barring Service check. Any offer of employment will be dependent on suitability determined by the DBS check.