

**Job:** Senior Health and Wellbeing Advisor

**Location:** Birmingham/Leicester (Central)  
Norwich/South East location TBC (Home Counties)  
London

**Salary Range:** £29,700 - £39,700 (All Other Areas)  
£31,185 - £36,185 (South East)  
£32,670 - £37,670 (London)

**Reports to:** Head of Health & Wellbeing

**What do we need?**

This is an important role in which you will be leading a team of Health and Wellbeing Advisers who are using their professional Health and Wellbeing skills, knowledge and experience to give advice, guidance and support to frontline staff to enable them to better support participants to manage their physical and/or mental health conditions. Essentially you will work with this team to ensure that our participants gain employment through better management of their physical and/or mental health and wellbeing needs.

**About you:**

You will need to be registered as one of the following:

- A Physiotherapist with psycho-social experience, registered with the HCPC
- An Occupational Therapist, registered with HCPC.
- A counsellor/psychotherapist registered as an accredited practitioner with the British Association for Counselling and Psychotherapy (BACP);
- An accredited Cognitive Behavioural Therapist registered with the British Association for Behavioural and Cognitive Psychotherapies (BABCP).
- Mental Health Nurse, registered with NMC
- Clinical psychologist, registered with HCPC

**As well as having:**

- Experience as working as a line manager
- Exceptional organisational abilities to allow the prioritisation and effective management of key duties.
- Being adaptable and flexible to be able to react positively to ongoing change.

- Understanding of the benefits of being in work and managing health and wellbeing.
- Working knowledge and understanding of the biopsychosocial model of wellbeing.

## Person Specification

### Job Title: Health & Wellbeing Advisor

(E = Essential D = Desirable)

#### Competencies

- Embraces change and drives continuous improvement **(E)**
- People centred in a commercial framework, takes accountability for results **(E)**
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity **(E)**
- Collaborates and unites with others to fulfil the organisations mission **(E)**
- Provides a best in class service to all customers internal and external **(E)**

#### Technical competency (qualifications and training)

- Allied health background or an equivalent qualification in behavioural or health sciences as recognised by an appropriate professional body. **(E)** for example –
  - A Physiotherapist with psycho-social experience, registered with the HCPC
  - An Occupational Therapist, registered with HCPC.
  - A counsellor/psychotherapist registered as an accredited practitioner with the British Association for Counselling and Psychotherapy (BACP);
  - An accredited Cognitive Behavioural Therapist registered with the British Association for Behavioural and Cognitive Psychotherapies (BABCP).
  - Mental Health Nurse, registered with NMC
  - Clinical psychologist, registered with HCPC
- Post graduate studies in occupational health, employability or disability management **(D)**
- Hold a professional training qualification such as PTTLs, Cert-Ed or Level 3 award in Learning and Development. **(D)**

#### Experience, Knowledge and Skills

- Relevant health and wellbeing clinical experience **(E)**
- An understanding of cognitive behavioural techniques and principles and experience of applying in working practice. **(E)**
- Experience of line management supporting and developing your employees **(E)**

- Experience working with people from diverse backgrounds **(E)**
- Practical experience in accessing external support services and well developed networking skills **(E)**
- Compliance with relevant professional practice standards and registration **(E)**
- Able to train, coach, mentor staff to raise competency **(E)**
- Able to work within and across multiple teams simultaneously **(E)**
- Understanding of emotional health and its impact on wellbeing **(E)**
- Understanding of a wide range of disabilities and impairments across the mental and physical health spectrum **(E)**
- Ability to identify individual staff and team motivations and learning styles to support **(E)**
- Able to support development of new provisions through implementation and continuous improvement processes **(D)**
- Ability to problem solve and respond appropriately to a variety of situations. **(E)**
- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results and willing to travel with possible overnight stays. **(E)**
- Solutions focussed with ability to work under pressure **(E)**
- Ability to work on own initiative and as part of a team. **(E)**
- Experience in using new technologies to deliver support and training **(D)**

### **Safeguarding**

- Displays an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- Role requires a Disclosure and Barring Service check at Enhanced level. **(E)**

### **Main Duties and Responsibilities**

1. To manage a team understanding of the systems that enable a clear focus on performance, quality, finances, compliance and equalities.

2. To communicate and motivate team(s) to ensure employees achieve and realise their true potential, ensuring that succession and continuity planning is in place for all skills and levels.
3. To set personal development and performance targets for direct reports and ensure these are met, and ensure appropriate corrective action is taken if targets are not being achieved.
4. To provide support, advice and guidance to front line staff to enable them to effectively support and guide Work and Health Programme participants on their journey to sustainable employment.
5. To provide guidance and support relating to onward engagement in local health provision to meet the needs of participants following Support Managers assessment of participants needs.
6. To undertake professional assessments of the health and wellbeing needs of participants with complex or multiple needs using agreed documentation and support onward engagement in local health provision to meet the needs of participants .
7. Provide face to face, telephone and workshop based interventions for participants with multiple and complex health and wellbeing needs as required.
8. Participating in 3-way conference calls with front line staff and participants or employer to give direct advice and guidance.
9. To organise, facilitate and if required directly deliver an agreed set of core and specialist individual interventions to support the participant journey under a bio-psycho-social approach. This will include:
  - a. Brief solution focussed therapy
  - b. Low level CBT
  - c. Occupational performance - Functional skills - ADL
  - d. Motivational therapy
  - e. Strengths / asset focussed therapy
  - f. Wellbeing and healthy lifestyles
10. To support and develop a group of local programme volunteers focussed on health and wellbeing activities.
11. To work with front line staff to embed health and wellbeing approaches and ensure fidelity to our practice model is maintained at all times.
12. Provide training, coaching and support for existing and new staff / volunteers on an individual and/or group basis to support agreed developments.
13. To deliver against our framework of reflective practice, supporting front line staff to better understand the complexities of wellbeing needs participants experience and how they can better support them.
14. To establish programmes to deliver effective health and wellbeing support working as

an integrated member of the local teams and blending activity with that provided by other organisations.

15. To develop and maintain effective working relationships with, and an in-depth knowledge of, the local Health and Wellbeing sector to ensure collaborative working and timely participant access to a wide range of services. .
16. To work within a quality and clinical governance frameworks ensuring that services delivered meet the standards required of lead bodies, the commissioners, ISO 9001 (Quality Management System), ISO 27001 (Information Security Management System) and Investors in People (People Management Standard).
17. To work collaboratively with the team and business development to deliver new business activities.
18. Produce accurate and timely reports on activity and performance as and when required.
19. Participate in training, learning and development as identified through regular reviews with line manager.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.