

**Job Title:** Wellbeing Specialist Practitioner

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

**Salary:** £35,700 to £45,900

**Location** Home Based

### **Purpose**

Shaw Trust are seeking to recruit 2 new posts of **Wellbeing Specialist Practitioner** to work within the existing Health and Wellbeing team but with a particular focus on employee wellbeing. We're supporting our staff as they adapt to a new world in the wake of COVID-19 and we are now recruiting for 2 roles which will help our staff to deliver vital services from home. These roles will primarily focus on supporting employees across the various teams/services to ensure they are supported to undertake the duties of their role and that they are looking after their mental health and wellbeing.

These posts will support the development and delivery of our Mental Health and Wellbeing Strategy and lead on specific wellbeing initiatives. You will specifically focus on building the health and wellbeing capacity within the workplace and upskill existing and new staff in approaches to better enable them to practice self-help for the betterment of their health and wellbeing. This could include but is not limited to the creation of Wellbeing Champions and MH Supporters, as well as the delivery of workshops/training to staff teams.

### **Main Duties and Responsibilities**

1. Act as a first line support to all staff / volunteers across the various business activities supporting staff wellbeing queries, coping skills, practical advice around health conditions and wellbeing. This will involve working one-to-one with individuals to support them in becoming more successful and effective in delivering their organisational objectives, while also enhancing their personal wellbeing
2. Design, develop and deliver a series of workshops/training sessions to managers, staff and customer service teams around resilience, management of health conditions and wellbeing in the workplace etc.
3. Create and share the health and wellbeing communication plan, working collaboratively with internal and external stakeholders, to schedule in regular health and wellbeing days, events, sharing of resources and messages out via social media / digital means.
4. Supporting with opportunities to gather insights from the workforce to help inform activity / strategic approach. This could include creation / dissemination of internal short surveys, national surveys, co-ordinating focus groups etc.
5. Design, develop and implement initiatives aimed at helping employees to cope successfully with changes taking place in their workplace, such as restructuring, or new business processes.

6. Co-ordination and / or delivery of initiatives within the workplace. This may mean creating bespoke webinar sessions for delivery in person or digitally, through to liaising with external stakeholders to arrange for delivery of specialist interventions to the workforce based on need (such as weight management; smoking cessation; mindfulness; approaches to address MSK issues etc.)
7. Provide advice to business areas for a range of health and wellbeing issues (activity, nutrition, stress, mental health, general wellbeing etc.). Upskilling managers across the business by providing them with the competence and confidence to deliver advice / content to their teams.
8. Mediate in situations where there is conflict between employees and management or an employment dispute
9. Co-ordinate the approach to workplace health and wellbeing champions and provide the champions with general support and direction to ensure we have an active and vibrant champion community. This includes; development and delivery of training programmes, refresher sessions and development sessions, delivery of frequent de-briefing opportunities and networking forums
10. To demonstrate Shaw Trust values each day ensuring this guides and focuses the work you do

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.

## **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work etc. Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality, Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about participant, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except

in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.

## Person Specification

### Job Title: Wellbeing Specialist Practitioner

(E = Essential D = Desirable)

Requirements for Employee Wellbeing Adviser	How you will need to demonstrate this through the recruitment process
<b>Technical competency (qualifications and training)</b> <ul style="list-style-type: none"> <li>- Psychotherapist / Occupational Psychologist (D)</li> </ul>	<ul style="list-style-type: none"> <li>- Application form, providing copies of certification / registration.</li> </ul>
<b>Experience, Knowledge and Skills</b> <b>Essential Criteria (E)</b> <ul style="list-style-type: none"> <li>- Qualifications / knowledge related to health and wellbeing and behaviour change theory and implementation</li> <li>- Evidence of excellent influencing and negotiation skills with a range of both internal and external stakeholders</li> <li>- Excellent interpersonal and communication skills, with the ability to engage and motivate others to initiate behaviour change</li> <li>- Excellent communicating and presenting skills, conveying information to audiences small and large, and at all levels in a range of formats i.e. reports, PowerPoint presentations, digitally and face to face</li> <li>- Ability to think outside the box and be innovative</li> <li>- Analytical skills to be able to interpret info / data and use that to inform delivery and subsequently measure change / success</li> <li>- Proven track record of implementing initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>- Application form, providing copies of qualifications</li> <li>- Application form, Personal Statement and Interview responses</li> <li>- Interview response</li> <li>- Interview response</li> <li>- Personal Statement and Interview response</li> <li>- Interview Response</li> <li>- Interview Response</li> </ul>
<b>Experience, Knowledge and Skills</b> <b>Desirable Criteria (D)</b> <ul style="list-style-type: none"> <li>- Minimum of 5 GCSE or equivalent</li> <li>- An understanding of Occupational Health and Wellbeing</li> <li>- MHFA England Instructor qualification (if don't have qualification, willing to undertake within the role)</li> </ul>	<ul style="list-style-type: none"> <li>- Application form, providing copies of qualifications</li> <li>- Competency questions, personal statement and interview</li> <li>- Application form, providing copies of qualifications</li> </ul>

<ul style="list-style-type: none"> <li>- Award/Certificate/Diploma in Education and Training (Formerly PTTLs/CTTLs/DTLLs)</li> <li>- Recent experience of working in a role promoting Health &amp; Wellbeing and evidence of working with adults from diverse groups.</li> <li>- Commercial awareness and preferably experience of putting together a business case and then successful delivery of a project from inception through to embedment</li> <li>- Experience of successfully supporting strategic relationships with key internal and external stakeholders.</li> <li>- Experience of effective communication with stakeholders.</li> <li>- Experience of co-ordination and influencing other people to undertake activity on your behalf.</li> </ul>	<ul style="list-style-type: none"> <li>- Application form, providing copies of qualifications</li> <li>- Competency questions, personal statement and interview</li> <li>- Competency questions, personal statement and interview</li> <li>- Competency questions, personal statement and interview</li> <li>- Competency questions, personal statement and interview</li> <li>- Interview Response</li> </ul>
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. <b>(E)</b></li> <li>- This post requires a Disclosure and Barring Service check at Enhanced level. <b>(E)</b></li> </ul>	
<b>Other</b> <ul style="list-style-type: none"> <li>- Self-confidence, with the ability to deal with a variety of people<b>(E)</b></li> <li>- Excellent communication and interpersonal skills in order to convince managers/staff of your abilities<b>(E)</b></li> <li>- Ability to influence managers and staff, who may be sceptical or resistant about what you're offering, <b>(E)</b></li> <li>- Resilience and a positive attitude<b>(E)</b></li> <li>- Ability to work under pressure - you'll need to achieve results within fixed deadlines while working on a number of projects<b>(E)</b></li> <li>- Pragmatism<b>(E)</b></li> <li>- Commercial awareness<b>(E)</b></li> <li>- Ability to show that your work has practical and worthwhile benefits<b>(E)</b></li> <li>- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities, Diversity and Inclusion. <b>(E)</b></li> </ul>	<ul style="list-style-type: none"> <li>- Interview response</li> <li>- Personal Statement and Interview response</li> <li>- Interview response</li> <li>- Interview response</li> <li>- Interview response</li> <li>- Interview response</li> <li>- Interview response</li> <li>- Interview response</li> <li>- Interview response</li> </ul>

<ul style="list-style-type: none"> <li>- Willingness to undertake frequent travel around sites in the UK, including occasional overnight stays. <b>(E)</b></li> </ul>	<ul style="list-style-type: none"> <li>- Interview response</li> </ul>
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