



KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

JOB TITLE:	Project Officer (Health & Wellbeing)
REPORTING TO:	Health & Wellbeing Manager, Integrated Care Lead ('H&WM')
BASED:	Hybrid - KCSC's offices/Work from home
HOURS:	35 hours per week
SALARY:	£28,157 full-time
CONTRACT:	Fixed term contract finishing 31 st December 2022 (with possible extension – depending on funding)

Main purpose of job

To support the Health & Wellbeing Manager (H&WM) in the project-management of Voluntary and Community Sector (VCS) health and wellbeing programmes funded by North West London Clinical Commissioning Group (NWLCCG) and/or North Kensington Recovery. To lead on the day to day coordination of the North Kensington Self-Care Programme (Healthier Futures) and others, as required and to support their design, implementation, monitoring and reporting with the H&WM. The North Kensington Self-Care Programme supports people affected by the Grenfell Tower fire tragedy and the wider North Kensington community.

Key tasks:

Support for Programmes

- Lead on the day to day coordination of North Kensington Self-Care Programme in line with contractual obligations.
- Act as the key point of contact for referrers and the contracted local VCS organisations.
- Process all referrals to the North Kensington Self-Care Programme on to Charity Log (database) in a timely and consistent manner and ensure all appropriate information is received.
- Assist in the administrative process of commissioning new services; support the tendering and induction process for new providers.
- Support the management of a financial payment system for VCS organisations.

- Support the monitoring, evaluation, and reporting process in line with contractual obligations.
- Meet with all contracted VCS organisations on a regular basis to monitor performance against targets and escalate any risks.
- Use data collected on Charity Log to make recommendations on service and payments adjustments and carry out changes once approved.
- Support providers to comply with contractual agreements by providing them with relevant information or working with team colleagues to provide further support.
- Provide support where necessary to other health and wellbeing projects as required.
- Engage with small VCS organisations on a regular basis to gather information about the needs of communities and share information
- Organise and chair a monthly North Kensington VCS network meeting
- Maintain up to date information on the range of local services available using relevant directories; use this to keep the KCSC Self-Care Directory updated.

Training and Events

- Assist in the design of, and deliver, bespoke training for NHS staff and other professionals to promote Self-Care and Social Prescribing
- Assist in the design of, and deliver, system and pathway training to referrers and VCS Organisations
- Assist in planning and delivering events which showcase health & wellbeing services available within the VCS – annual Self-Care event and others

KCSC Representation and Promotion

- Promote the role of KCSC and support its overall aims and activities.
- Attend networking events, meetings, and conferences to increase knowledge and strengthen the influence of KCSC, as required.
- Utilise KCSC's website and social media as a tool for communication with stakeholders.

General

- Respond to general enquiries from service users and the general public.
- At all times, work within KCSC's policies and procedures.
- Receive regular supervision from the H&WM and attend training courses as required.
- Work outside of normal office hours on occasional evening or weekends as required.
- Undertake any other duties as requested by the H&WM that are commensurate to the post.

Person Specification

	Essential	Desirable	Verified by
Qualifications/Training			
Degree or equivalent.		√	Application form/Certificates
Other Skills and Experience			
Experience of working in a charitable or similar organisation and working with other voluntary and community organisations.	√		Application form/ Interview
Experience and knowledge of project management from project set up through to monitoring, evaluation and reporting	√		Application form/ Interview
Understanding of the Self-Care & Social Prescribing agenda	√		Application form/ Interview/Test
Experience of developing commissioning and or grants processes and contract management		√	Application form/ Interview/Test
Experience and knowledge in good governance practice within the voluntary sector		√	Application form/ Interview
Competencies/Skills			
ICT - Competent use of Microsoft office, website and database.	√		Application form/ Interview/Test

Project/Service development and implementation – Implement project plans, manage project development including project monitoring and evaluation.	√		Application form/ Interview
Business development – Work with colleagues to identify health & wellbeing needs of the community and develop new services.	√		Application form/ Interview
Numeracy/Finance/Analysis - Interpret and understand budgets and data.	√		Application form/ Interview
Team working - Contribute to team working.	√		Application form/ Interview
Leadership - Take responsibility for own areas of work.	√		Application form/ Interview
Communication (written and verbal) – Lead and facilitate discussions, write project reports, produce and deliver presentations and training. Interpret reports and information.	√		Application form/ Interview
Communicate at all levels both verbally and in writing.	√		Application form/ Interview
Be able to influence others and hold providers to account.	√		Application form/ Interview
Values and culture – Be self-aware and have a positive influence on values and culture within the organisation.	√		Application form/ Interview