

Family Wellbeing Lead

Job Description and Person Specification

Scope of the Role.

The coordination and delivery of quality and well received social, leisure and recreational wellbeing activities and events for young people and families in Sacriston and surrounding areas.

Responsible for activity participants, staff, sessional staff, volunteers and maintaining and developing partnerships bringing people, organisations and services together through the Family Hub.

This role will require you to complete and review risk assessments for activities at venues/locations across the area. Good diary management is important too.

The ideal candidate will work in a person-centred way and enable individuals to exercise choice and control over their own lives to maximise their confidence, resilience and wellbeing.

Main duties and responsibilities

- To manage all operational activity of wellbeing provision for the community of Sacriston Youth and Community Project, including addressing immediate needs and identifying where individuals require additional support.
- Recruit, coordinate and support wellbeing volunteers.
- Launch a wellbeing drop in service for young people and their families.
- To be responsible for overseeing the planning and delivery of a wide range of support and services for young people, families and carers.
- To be responsible for all aspects of the wellbeing service delivery and performance (identification of funding, bid writing and tender submissions, record keeping, monitoring and reporting KPI outcomes to funding bodies and donors)
- To build working links with a wide range of mental health services so that the wellbeing team can access the most appropriate support for individuals in a timely manner.
- To work in partnership with external partners to drive awareness, identify beneficiaries and engage with the wider community to survey and evaluate wellbeing needs.
- To maintain existing and develop new partnerships with statutory, voluntary and private sector organisations for the benefit of young people and their families.
- To develop and manage wellbeing initiatives, events and campaigns, working with the Lead Youth Workers, to increase engagement of young people and their families and ensure we can measure the impact.
- To professionally represent the charity, attend meetings and training, whilst being capable of working on own initiative delivering activities suited to the needs of the young people and their families.
- To support the Charity Manager and Trustees in ensuring all quality standards and HR procedures are adhered to across the wellbeing team.
- To undertake any other relevant duties within the overall scope of the role.

Person Specification

Education/Professional Qualifications

- Educated to degree level or equivalent by experience (E)
- Management Qualification or equivalent by experience (E)

Key Skills and Experience

- Experience of project management including planning and delivery (E)
- Experience of bid writing, monitoring and reporting KPI outcomes to funding bodies and donors (E)
- Experience of people management and leadership (E)
- Excellent time management skills and organisational skills (E)
- Experience of providing information, advice and guidance services (E)
- Experience of following safeguarding procedures and carrying out detailed safeguarding investigations (E)
- Experience of developing and maintaining partnerships with statutory, voluntary and private sector organisations (E)
- Experience of working with young people with SEND or SEMH and their families (E)
- Understanding of the current issues affecting the mental health and wellbeing of young people, some who have complex life histories and have experienced trauma (E)
- Experience of managing and updating a website/social media (D)

Key Competencies and behaviours

- Highly competent in the use of emails, internet, MS Office and social media platforms (D)
- Flexible and adaptable approach, able to work evenings and weekends (E)
- Approachable and Friendly, ability to establish trusting relationships with the local community (E)
- Works with professionalism, integrity and honesty to uphold the charity's reputation (E)
- Adheres to company policies and procedures (E)
- Understanding of Health and Safety legislation (E)
- A good communicator with excellent interpersonal skills (E)
- Ability to work as part of a team and on own initiative (E)
- A commitment to working in partnership with young people, parents/carers (E)
- The ability to prioritise and manage your work load (E)
- Ability to work under pressure (E)
- Understanding of data protection and confidentiality laws and regulations (E)
- Ability to motivate and empower people (E)
- An interest in community work (E)
- Commitment to equal opportunities and anti-discriminatory behaviour (E)
- High levels of commitment, reliability and motivation (E)
- A commitment to the safeguarding and protection of children, young people and vulnerable adults (E)
- Able to occasionally work outside of contracted hours if required (E)
- Able to occasionally support residential activities including overnight stays (D)
- A commitment to support the work of Sacriston Youth and Community Project (E)
- Travel required across the North East. Clean Drivers license and own car essential. (E)

Essential criteria (E). Desirable criteria (D)