



Jo Garner
Clerk & Responsible Financial Officer

Rothwell Town Council
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HEALTH & WELLBEING OFFICER JOB DESCRIPTION

ROLE:	Health & Wellbeing Officer
REPORTS TO:	Clerk & RFO
RESPONSIBLE FOR:	Volunteers
MAIN PLACE OF WORK:	Market House, Market Hill, Rothwell, Northants, NN14 6BW
SALARY:	£15 per hour – 20hrs per week

Role Purpose

1. To manage the day to day running of Rothwell’s Health & Wellbeing Strategy.
2. To develop Health & Wellbeing events and services offered.
3. To improve Health and Wellbeing outcomes for the residents of Rothwell.

Key Duties & Responsibilities

1. To support the delivery of the Health & Wellbeing Strategy for Rothwell.
2. To effectively manage the annual Health & Wellbeing budget, including any successful grant applications.
3. Actively seek to engage with all Health & Wellbeing stakeholders both locally to include schools, the community library and volunteers, the Local Area Partnership Team at North Northamptonshire Council, the Integrated Care Board, service users, carers and advocacy organisations.
4. To develop and maintain a clear understanding of local community strengths, resources, connections, gaps and opportunities with community stakeholders to continually strengthen our level of offering.
5. Gather evidence of the impact of the Health & Wellbeing Strategy and provide monitoring information and reports as required.
6. To assist individuals and families to access the support and resources they need including access to accurate, timely information as appropriate or to negotiate access to formal services where necessary.
7. To recruit, develop and work with ‘local champions’ and volunteers to assist with the delivery of the identified needs of the community to create sustainability and ownership by community members.

8. To take delegated responsibility for specific projects, developments and initiatives.
9. Network with hard to reach groups and community organisations to help people and organisations to network with each other.
10. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the Council's policies and procedures relating to health and safety.
11. Utilise a wide range of methodologies and tools appropriately in outreach, engagement and representation and understand local safeguarding policies and procedures relating to adults, young people and children.
12. Manage the day-to-day operational aspects of Rothwell's Health & Wellbeing Strategy, including recruitment and management of volunteers.
13. To undertake any other associated duties from time to time as specified by the council.
14. To ensure confidentiality is maintained where necessary and any conflicts of interest declared.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.