



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Project Officer (Live Well)	Role Profile Number: P/A
Grade: N	Date Prepared: 14 December 2021
Directorate/Group: Adults, Health and Housing	Reporting to: Community Participation Manager

Job Purpose

This post holder will work as part of the Live Well Team in support of the winter pressures programme, identified across the health and social care system. The purpose of this role is to develop and deliver activity, which will meet the scope and expectation of the Integrated Health System in Swindon. The post holder will identify and deliver activity to increase social connections and improve awareness of community led support available in Swindon.

The overarching aim of the work is to divert demand away from primary care and statutory social care. The role will work in partnership with Community and Voluntary Sector (CVS) organisations to offer information, advice and support to individuals and groups who are presenting at primary care with non-medical needs. The role will also facilitate and lead the MDT between CVS partners to improve outcomes for individuals.

Key Accountabilities

- Establish and facilitate an MDT of CVS partners and facilitate regular meetings, virtually or at Sanford House to discuss and agree interventions and support which would facilitate good outcomes for individuals.
- Contribute to a Steering Group of the Winter Pressures programme, developing the work programme in conjunction with CVS and statutory partners and creating and presenting regular update reports
- Lead the delivery of weekly wellbeing activity at Sanford House as part of the Live Well Hub offer, focused on offering information, advice, signposting and support to those referred through primary care.
- Collect and maintain data and outputs from work carried out in order to demonstrate the value of the work and evidence the outcomes sought and gaps identified.
- Engage with key partners across the system who can offer information and advice as part of the weekly activity programme.
- Be responsible for recording and reporting on the MDT meetings ensuring all data protection and sharing protocols are adhered to.

- Identify and co-ordinate activity which will enhance people's social connections; exploring and facilitating community led support as alternative to presentation at primary care/social care.
- Manage the development of new projects and activities which contribute to the Winter Pressures programme of work.
- Supervise, support and mentor other team members in the delivery of projects and activity.

Supplementary Accountabilities

- Play an active role within the Live Well and Public Health team including regular attendance of team meetings, PH Directorate meetings and contributing to the overall business plan.
- Undertake and participate in any training required for the post holder to fully carry out their duties, including mandatory updates/refresher training.
- Assist the line manager to effectively promote service .
- Support the operation of the Live Well service within the skills, knowledge and experience of the job holder, as directed by the line manager.

Knowledge & Experience

- Strong and effective communication skills; particularly with those who require greater levels of support or more detailed interactions.
- Excellent organisation skills.
- Experience of managing projects.
- Experience of autonomous working with minimum supervision.
- Experience of strong teamwork.
- Computer literate.
- Experience of working in a health care/community environment, working with people in group setting.
- Supervisory skills.

Qualifications

- Educated to degree level or substantial practical experience and on the job training.

Decision Making

- Flexible approach to working patterns and hours to meet service needs and client expectations .
- MDT shared decisions.
- Understanding of escalation protocols and when to use them.
- Safeguarding decisions - risk of harm or welfare concerns.
- Viability of new projects.
- Prioritising and managing a changing workload with competing pressure on individuals/teams time .
- Decide if there is a need for translation/further communication support.

requirement to work evening and weekends as the service requires.

Dealing with potentially stressful situations or vulnerable individuals.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	