



JOB DESCRIPTION

Post:	Health and Wellbeing Coordinator
Salary:	Full Time £25,601 - £27,328 per annum Scale 6, Points 29 - 31
Responsible to:	Director of Student Experience
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	The main purpose of the role will be to develop, implement and manage a programme of social prescribing initiatives to students across Truro and Penwith College.
Specific Duties:	<p>To develop, implement and manage a programme of social prescribing initiatives designed to improve student's individual development, mental wellbeing, physical wellbeing and economic development.</p> <p>To focus on the health and wellbeing of students and staff across Truro and Penwith College.</p> <p>To develop and manage an effective process for student referrals from the Student Services Team.</p> <p>To build and sustain effective partnerships working with Programme Team Leaders from across the College.</p> <p>To line manage and support the Health and Wellbeing staff at both Truro and Penwith sites.</p> <p>To work in partnership with the Student Management Team (HWS Activators) who organise and deliver the HWS student activity sessions, to ensure appropriate exit routes are established for targeted students.</p> <p>To work with other Colleges locally and nationally to share good practice and keep abreast of new initiatives relating to reducing inactivity and social prescribing.</p> <p>To provide a central point of contact for National Governing Bodies, Active Partnerships, community groups and local sports clubs and represent the College on relevant groups where appropriate.</p> <p>To identify potential funding opportunities both within the College and through local partners.</p> <p>To work closely with the Personnel Team to develop, deliver and promote wellbeing activities and initiatives for staff.</p>

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

Student Welfare and Support Services.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

To be responsible for promoting equality and diversity in line with College procedures.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

HEALTH AND WELLBEING COORDINATOR

PERSON SPECIFICATION

Ideally the person appointed will have the following personal skills, experience and attributes.

- A record of achievement in dealing with staff, students and outside agencies within Sport.
- Proven track record of three or more of the following:
 - Managing and delivering physical activity programmes.
 - Monitoring and reporting on targets established through funded initiatives.
 - Conducting partnership working with collegewide faculties.
 - Management and support of staff.
 - Achievement of specific funded targets to required timescales.
- Ability to plan, organise and work under pressure.
- Self motivated and personable – capable of working both as a team player and independently.
- Good communicator, both written and oral, within educational environments.
- IT literate.
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence.
- Ability to create and keep effective records and systems / audit compliance.
- A record of continued professional development.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.