

Health & Wellbeing Officer

Job Description and Person Specification

Directorate:	Communities	Service:	Leisure, Healthy Lifestyles & Communities
Responsible to:	Sport, Health & Activity Officer	Responsible for:	N/A
Grade:	5		
Location:	Civic Centre, Poulton-le-Fylde		
Job Purpose:			
To support, promote and monitor the delivery and further development of the wide range of health and wellbeing programmes delivered by the Council and its partners.			

Key Tasks & Responsibilities:
- To work in partnership with the providers of the Wyre Weight Management Service supporting the services and promoting the referral criteria. To collate and report the delivery data of the Weight Management Service to Lancashire County Council. - To provide support to the Holiday Activity and Food Programme, enabling it to meet its targets and to run smoothly. - To work with and support a wide range of internal and external stakeholders and partners that support residents to lead healthier lifestyles. - To collate and report on Key Performance Indicators (KPI's) for the Leisure, Healthy Lifestyles & Communities Team, working alongside the Leisure, Healthy Lifestyles & Communities Manager ensuring deadlines for reporting are met. - To provide social media content for the Healthier Wyre and Wyre Moving More social media channels. - To liaise and support customers who wish to access council health and wellbeing programmes or who need information about other community services in Wyre via telephone, email or in person. - To update, monitor and evaluate all risk assessments for Wyre Council funded activities.

- To contribute to the development and work of the Leisure, Healthy Lifestyles and Communities Team.
- To undertake outreach work across Wyre to raise awareness and promote our health and wellbeing programmes at events across Wyre.
- To have a collaborative and flexible approach to working with staff.
- To undertake any other duties commensurate with the grade as may be directed.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good general education, GCSE English and Maths grade C or above	Essential	Application/Interview
Level 4 qualification or equivalent experience in a Health and Wellbeing related subject/environment	Desirable	Application/Interview
Excellent IT skills with working knowledge of Microsoft packages e.g. PowerPoint/Word/Excel, Teams etc	Essential	Application/Interview
Full Driving Licence	Essential	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Have a sound knowledge of the importance of health and wellbeing in helping to boost and maintain positive mental and physical wellbeing	Essential	Application/Interview
Effective personal communication and presentation skills, both verbal and written	Essential	Application/Interview
Ability to use various computer software systems including Microsoft Word and Excel	Essential	Application/Interview
Knowledge of the impact of health and wellbeing within local communities	Essential	Application/Interview
Ability to work with a diverse range of people, agencies and organisations	Essential	Application/Interview
Excellent organisational and administrative skills	Essential	Application/Interview
Knowledge and understanding of the challenges and barriers sometimes faced by residents in leading a healthier lifestyle.	Essential	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience of working within a health and wellbeing setting.	Essential	Application/Interview
Experience of working with communities and other stakeholders to support projects that use the health and wellbeing initiatives to explore specific themes or issues.	Essential	Application/Interview
Experience of working in partnership to develop and deliver programmes.	Essential	Application/Interview
Experience of managing budgets.	Desirable	Application/Interview
Experience of developing and delivering health and wellbeing programmes.	Desirable	Application/Interview
Experience of monitoring and evaluating the impact of health and wellbeing projects.	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Own car or other acceptable means of mobility throughout the borough.	Essential	Application/Interview
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	Essential	Application/Interview
Regular and reliable service.	Essential	Application/Interview
Demonstrate behaviours that support our values.	Essential	Application/Interview
To be passionate about supporting our residents to lead more active lifestyles and to have healthier lives.	Essential	Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
• Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner	• Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers	• Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together	• Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- Occasional weekend and evening work.
- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Carol Southern

Date: August 2026

Post Holder Signature:

Date: