

Job Description

Job Title	Health and Wellbeing Lead
Directorate	Neighbourhoods and Housing
Service Area	Sport and Recreation
Grade	7
Competency Level	2
Salary	£39,513 - £44,711
Job Type	Hybrid
Location	Various Lifestyles Sites / Citywide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A9967

Job Purpose

The Health and Wellbeing Lead will support the Health and Activity Contracts Manager with the development, implementation and evaluation of health and wellbeing initiatives across Liverpool Lifestyles Centres and the wider community.

The role focuses on improving health outcomes of Liverpool residents through physical activity, wellness programmes and partnerships with health and social care providers.



The post holder will assist the senior team in developing wider service policies and procedures, and when required, interpret and apply these to address more complex or unforeseen issues.

The post holder will work with a range of statutory partners, faith, voluntary and 3rd sector community organisations to support the reduction of health inequalities across the city.

Directly Responsible For:

Health and Wellbeing Instructors / Administrators

Directly Responsible To:

Health and Activity Contracts Manager

Main Areas of Responsibility:

- To lead the delivery of health contracts and initiatives across Liverpool, which support the development and delivery of various programmes commissioned by health partners on behalf of Liverpool City Council
- To lead on the integration of health and wellbeing programmes in leisure and community services
- To prepare regular highlight and KPI reports for senior management and funding bodies
- To supervise, train and support staff to deliver health and wellbeing programmes, e.g. GP Referral Schemes, NHS Health Checks, Falls Prevention
- To promote and embed a culture of wellbeing with the workforce
- To build positive relationships with the NHS, Local Authorities, charities and community groups

- To represent Liverpool City Council at health and wellbeing forums and networking events
- Contribute to the joint strategic needs assessment data collection
- Keep up to date on health-related initiatives, policies, and government priorities to identify and monitor health trends that impact the residents of Liverpool, preparing reports and business cases to invoke action
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree level or equivalent professional qualifications in Public Health, Sports Science, Health Promotion, Health and Wellbeing Services, or related field (A)

Desirable

- Project Management qualification
- Management and Leadership qualification
- Mental Health First Aid qualification

Experience

Essential

- Experience in developing and managing health and wellbeing programmes or equivalent (A,I,P)
- Experience of management, development, and motivation of teams (A,I,P)

Desirable

- Experience working within leisure, sport, health or community settings

Skills/Abilities

Essential

- Well-developed leadership, management and negotiation skills (A,I)
- Well-developed project management skills (A,I)
- Excellent communication and stakeholder engagement skills, as well as ability to prioritise workloads to meet deadlines (A,I)
- Ability to analyse data and report outcomes (A,I)
- Knowledge of safeguarding and health and safety legislation (A,I)

Desirable

- Well-developed budgeting and financial management skills
- Understanding of Public Health priorities and health inequalities

Commitment

Essential

- Committed to improving community health and maintaining continuously high standards of customer care (A,I,P)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Requirement to work outside standard hours; including, as required, during evenings and at weekends (A)
- Ability to commute to various centres on an ad-hoc basis (A)

