

## Job Description

<b>JOB TITLE:</b>	Health and Wellbeing Officer
<b>JOB LOCATION:</b>	The Round House Ashington / Across Northumberland / Remotely
<b>ACCOUNTABLE AND REPORTING TO:</b>	Health and Wellbeing Manager
<b>HOURS:</b>	15 hours depending upon experience
<b>CONTRACT:</b>	Initially 6 months fixed contract
<b>PURPOSE OF THE ROLE:</b>	To plan and deliver engaging and effective sessions designed to improve participants physical and mental wellbeing and help to motivate and inspire older people to maintain and improve their health and fitness.

### THE MAIN DUTIES OF THE ROLE:

- To be an active member of the Charitable Services team
- To plan and deliver a range of group exercise classes for older people ranging in variety and level. Activities include Exercise to Music, Pilates, Yoga, and Zumba in one or more assigned fitness areas.
- To deliver fall prevention sessions focusing on development of strength and mobility.
- Design and adapt the content of the classes to suit the ability of the participants
- Promote awareness around all areas of health improvement in older people.
- Provide support, motivation and encouragement to assist the clients to achieve their goals.
- Maintain clients records as appropriate and monitor clients progress.
- Build relationships with clients and support them safely and effectively in all class sessions.
- Check all fitness equipment is safe and used correctly.
- Undertake necessary risk assessments
- Ensure the organisations policies and procedure are observed and implemented throughout service delivery.
- Provide first aid if required.
- Any other duties as delegated by the Health and Wellbeing Manager.

## **Appendix A – Age UK Northumberland Values**

### **VALUES:**

Age UK Northumberland has devised a set of values which underpin the purpose, objectives and the day to day activities of those connected with the organisation. As such, employees and volunteers, including trustees, are expected to understand and 'live' the values of the organisation whilst undertaking their responsibilities and activities. Examples of 'values in action' can be found in application packs and in the performance management policy and documents.

**The AUKN Values below are relevant and can be applied to both the internal and external environment.**

respect and empathy

empower

trust and integrity

inclusion

community

### **Values in AUKN Behaviours - we pride ourselves on:**

showing consideration for all

being motivated to make a difference and promoting independence

always seeking to do the right thing

embracing difference

building connections

deliver service excellence

## Appendix B – Person Specification

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>EDUCATION</b>	Diploma in health-related topic area or relevant extensive work experience.	Level 2 Diploma in health, fitness and exercise instruction	Application form
<b>EXPERIENCE</b>	<p>A sound understanding of health and wellbeing and health improvement interventions.</p> <p>Maintaining accurate case records.</p> <p>Development and promotion of good relations with clients and external agencies.</p> <p>Previous experience of providing health and wellbeing interventions.</p>	<p>Knowledge of older people's issues.</p> <p>Ability to work with older people and complex health needs</p> <p>Experience of managing volunteers.</p>	<p>Application Form</p> <p>Interview</p>
<b>SKILLS/ATTRIBUTES</b>	<p>Excellent verbal and written communication skills.</p> <p>The ability to set priorities and work to them while remaining responsive to events.</p> <p>The ability to work well within a team to staff.</p>	Knowledge of the county Northumberland.	Application form

	<p>Patience and understanding.</p> <p>Discretion and ability to maintain confidentiality.</p>		
<b>VALUES &amp; ATTITUDES</b>	<p>Committed to equal opportunities practices.</p> <p>To be honest, trustworthy and respect confidentiality.</p> <p>Ability to maintain a calm and supportive attitude.</p> <p>To respect the rights of older people, freedom of choice, dignity and independence.</p>		<p>Interview, references, probationary period</p>
<b>OTHER RELEVANT FACTORS</b>	<p>Ability to work using own initiative with a flexible approach.</p> <p>Current driving licence</p> <p>Car owner-driver</p>		<p>Interview, references, probationary period</p>