



JOB DESCRIPTION

Job Title:	Living Well Mentor at Brighter Living Partnership
Salary:	£21,153 per annum (rising to £23k from 1 st April 2024)
Benefits:	26 days annual leave (29 after 5 years' service) plus bank holidays, 24/7 Employee Assistance Programme, Life Assurance of twice annual salary and Income protection scheme.
Hours:	35 hours per week
Location:	Brighter Living Partnership, Southport Community Centre, Norwood Road and community based as necessary
Term:	Fixed term until March 2027
Accountable to:	Brighter Living Partnership Manager

Job Purpose:

- To work supportively with people to improve their health and wellbeing in a person centred way, particularly focusing on men and our men's health programme of activities
- To work with individuals and groups in community settings, promoting sustained behaviour change and health improvement
- To support the wider capacity building work of Brighter Living Partnership working in partnership with other community providers

Main Duties and Responsibilities:

1. Meet one to one with clients as referred, using the Universal Consultations system to identify their needs.
2. To use behaviour change techniques and SMART targets to support clients to address the identified needs, in a timely manner.
3. To manage a caseload of clients working with other members of the team and respond to client referrals in a timely manner.
4. To support other community providers in the delivery of wellbeing activities as appropriate, this includes the delivery of group work.
5. Be responsible for the relationship between Living Well Sefton partners and other community providers brokering access to a wide range of local services to support individuals to achieve goals and improve their health and wellbeing.



6. To support group activities and events in the community and in Southport Community Centre.
7. Be responsible for accurate data inputting onto the Living Well Sefton Universal Consultation system ensuring compliance with information governance.
8. Attend mandatory training to fulfil the role and undertake personal and professional development.
9. Contribute to the evaluation of the service, collate and input timely data and suggest/implement service improvements.
10. To be accountable for ensuring that all records, including work diary, are maintained in accordance with Brighter Living Partnership's policies and procedures.
11. To be accountable for ensuring personal compliance with all Brighter Living Partnership's policy and procedures including safeguarding children and adults and health and safety alerting the line manager of any issues or concerns in relation to delivery of the service.
12. Undertake other duties as may be reasonably required within the general terms of the job description.

General

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

You must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.



Hours of Work

You must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. You will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days (29 days after 5 years) plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period.

Employee benefits include; Health and Wellbeing package, Income Protection and Life Assurance.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.



Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.



Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



PERSON SPECIFICATION

You will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

Specific Requirements to this post

- Experience of providing person centred support.
- Able to demonstrate commitment and understanding of confidentiality in relation to the Post.
- Ability to work within a team but also flexibly.

Desirable Requirements to this post

- A clear understanding of the principles of health improvement and behaviour change.

* Common Requirements for all Sefton CVS posts – you must have the following skills*

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- Fully IT literate; to be able to use Microsoft Office software such as Outlook, Zoom, Word and Excel independently and effectively.



Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.