

## VALLEY HOUSE

### STAFF HEALTH AND WELLBEING MANAGER

#### JOB DESCRIPTION

Responsible to:	CEO/Director of Operations
Responsible for:	N/A
Conditions of Service:	37.5 hours per week. 26 days annual leave per annum. 1 additional day's leave for every 2 years of service up to a maximum of 29 days per annum plus Public Holidays. Pension contribution to Valley House group personal pension scheme 12-month fixed term contract with potential extension dependant on funding
Salary:	£29,560
Location:	Coventry

#### **Main Purpose of Job:**

- Develop and implement an organisational staff health and wellbeing strategy, building on what we currently have in place.
- To be responsible for ensuring we make good on our Silver Level Thrive at Work commitments.
- To lead on our Gold Level Thrive at Work application.

#### **Key Tasks and Responsibilities:**

- Lead on and co-ordinate our response to staff health and wellbeing, growing the type and regularity of current activities and initiatives.
- Develop, deliver and promote a programme of health and wellbeing activities and initiatives, utilising external partners and campaigns as appropriate.
- Respond to the yearly staff survey feedback where an organisational wide health and wellbeing response is required.
- Provide advice and guidance to line managers on promoting and maintaining staff health and wellbeing.
- Ensure all Silver Level thrive at Work commitments are implemented, monitored and evaluated.
- Understand the drivers of wellbeing and keep up to date with developments, adjusting our offer as appropriate.
- Ensure Gold Level Thrive at Work expectations are understood by SMT and lead on how we could work towards these.
- Identify any other relevant kitemarks and lead on the application process.

- Create a Wellbeing Hub within SharePoint, ensuring all relevant information is stored in one place.
- Create reports for SMT, the Board and the wider management team as and when needed.

### **Corporate Responsibilities:**

- Adhere to all Valley House policies.
- Ensure the effective implementation of Valley House Equality and Diversity policies.
- Ensure the service user is at the heart of all service delivery and development.
- Attend all meetings and training relevant to your role.
- Act as an ambassador for Valley House.
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member.

- 1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.**
- 2. Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform, and these will be taken into account when the post is reviewed.**
- 3. Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
- 4. Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
- 5. All posts at Valley House are subject to continued funding.**
- 6. This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

## PERSON SPECIFICATION

<b>QUALIFICATIONS &amp; EXPERIENCE</b>
HND/equivalent vocational qualification or extensive experience within the field of health and wellbeing
Mental Health First Aider qualified or willing to undertake this training
Experience of developing and delivering training/workshops
Experience of working within a confidential setting
Experience of writing reports
<b>KNOWLEDGE AND UNDERSTANDING</b>
Knowledge of effective interventions to improve staff health and wellbeing
Understanding and passion for the work of Valley House
<b>SKILLS AND ABILITIES</b>
Highly organised with the ability to prioritise work accordingly to meet deadlines
Excellent written and verbal communication skills
Ability to work well with others and build strong relationships
Competent in the use of IT tools, including Word, Excel and Outlook