

COMPASSION ACTS

Victoria Centre, 197a Sussex Road, Southport, PR8 6DG
Tel: 01704 264505

Thank you for your interest in our new Social Wellbeing Officer post. Please find enclosed a Job Description, Person Specification and Application Form.

The closing date for applications to be received is 26th November 2021 at 12noon

You must demonstrate how you meet each of the requirements as outlined on the Person Specification; you may use additional sheets of paper if required. Please note that CVs or other forms of submission for the role will not be accepted.

We wish you good luck with your application and if you would like an informal chat about the role before applying, please contact Jess McGlynn on 01704 264505.

About Compassion Acts

Launched in the summer of 2019 and emerging out of a previous organisation (Southport & Formby Churches Debt Centre Ltd) the charity has a good reputation in the local area for the provision of the Trussell Trust Foodbank and other wraparound services including Welfare Benefits & Debt Advice, Food Pantries and a Next Steps mentoring programme. Our overall aim is to reduce poverty and increase social wellbeing in Southport and the surrounding areas.

We are looking for an applicant who will not only fit into our existing team but will support the Charity in the wider concept and supporting our vision and 5 year Strategic Plan 'Going Upstream', which focuses on addressing the root causes of poverty as opposed to purely treating the symptoms.

Job Description

Job Title:	Social Wellbeing Officer
Responsible to:	CEO
Rate of Pay:	£10.50 per hour (pay award pending) plus 6% pension contribution
Hours:	16 hours per week (working pattern to be agreed)
Term:	Fixed Term Contract until 31 st December 2023

Job Purpose:

Under the guidance of the Poverty Reduction Manager, develop and deepen the Next Steps project within Compassion Acts. Extend the number of groups, activities, workshops and courses which are available to our Next Steps Cardholders. In line with our strategic framework assist with projects and programmes which seek to reduce the need for foodbanks through early preventative interventions.

Main duties:

- **To assist the Poverty Reduction Manager in developing the Next Steps project**, communicating effectively with Cardholders and ensuring Cardholders are supported in their transition from Food Pantry into Next Steps.
- **To develop the mentor team** and assist with their training needs.
- **To consult with the Cardholders** to survey their real needs for the most effective ways of giving them income-maximisation and mental wellbeing opportunities.
- **Administer and develop the organisational link** with Phillippi Counselling & Training, Credit Union and other partners in the Next Steps project.
- **Administer & develop organisational links** with Imagine Independence regarding MHFA and Suicide Awareness training.
- **Work collaboratively with other team members** including the Influencing & Partnerships Manager to administer/plan the third-party bookings for the Community room at our HQ.
- **To assist, along with other team members at busy times**, such as in the delivery of the local influencing campaign, Tesco food collections or holiday clubs.
- **To support the Poverty Reduction Manager in new projects** aimed at target groups as they contribute to our aims of Poverty Reduction and an increase in Social Wellbeing.

- To engage with the training and support on offer from the charity and its partner organisations.
- To support the Poverty Reduction Manager with appropriate monitoring, statistical and reporting tasks.
- Undertake any other reasonable duty consistent with the operation of the service required by the Charity.

Health and Safety

It is the general duty of every employee to take reasonable care of their own health and safety and that of others and to co-operate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care, or the contravention of safety policy or managerial instructions may result in disciplinary action being taken.

Data Protection and Client Confidentiality

All staff are required to adhere to the regulations of Compassion Acts Confidentiality and Data Protection policies and procedures in support of the Data Protection Act (2018), ensuring they respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

Variation

The postholder may be required to undertake other duties commensurate with the role. Some duties may be subject to variation changes and will only be made after consultation with the postholder.

Policy and Procedure Expectations

Employees are required to comply with all policies and procedures of Compassion Acts including equality and diversity, data protection, health and safety and safeguarding.

Supervision, Training and Development

Employees are required to participate in regular supervision and personal and staff development planning sessions, as required.

Other Terms of Employment

- A group pension scheme with employer contribution of 6% gross salary.
- 25 days Annual Leave entitlement per year, in addition to Statutory Holidays (pro-rated for part-time employees).
- Access to counselling and other personal development opportunities.
- An unconditional offer of employment will be made to the successful candidate, subject to successful completion of the following pre-employment screening checks:
 - Evidence of a satisfactory Enhanced Certificate of Disclosure certificate from the Disclosure Barring Service
 - Evidence to confirm the candidate's Right to Work in the UK
 - Receipt of two references, satisfactory to Compassion Acts.



Person Specification
Social Wellbeing Officer Role

	Experience, knowledge and skills	Essential	Desirable
1.	Experience of influencing people to achieve an action or change.	X	
2.	Experiencing of organising events, drop-ins, group therapy, informal training.		X
3.	Experience working with people with a range of needs, some vulnerable – and adapting approach accordingly.		X
4.	Experience of facilitating workshops, adult learning and informal training		X
5.	Good organisational skills, able to balance a range of priorities.	X	
6.	Proficient in the use of Information Technology, particularly Microsoft Word, Excel and Outlook.	X	
7.	Excellent assessment and communication skills, both written and verbal.	X	
	Personal Attributes	Essential	Desirable
8.	Confident in communicating with a range of people and able to seek and balance a range of views.	X	
9.	Empathetic and dynamic, with a ‘can do’ attitude.	X	
10.	Able to work as part of a team, as well as independently.	X	

11.	Able to demonstrate an appreciation of the values of the Charity.	X	
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