

The Terminus Initiative

240 Lowedges Road Sheffield S8 7JB
Tel. 0114 237 8540

Registered Charity 1113438

Company registered in England & Wales 5210544

Health Improvement Worker: Job description

Job Title Health Assistant

Salary: £19,714 pro rata (based on 37.5 full-time hours)

Hours: 22 hours per week

Term: Fixed term appointment till 2nd July 2021

Place of work: The post is based around Lowedges, Batemoor and Jordanthorpe (LBJ), and an office base is provided at The Terminus Initiative upper rooms, Lowedges. During the Coronavirus restrictions the successful applicant will be required to work from home.

Background to the Post. The Terminus Initiative delivers the Community Wellbeing Programme in LBJ under contract to Sheffield City Council. This addresses health inequalities in selected areas of the city by engaging communities in the planning and delivery of interventions to improve health and wellbeing. Delivery takes place within the framework of the People Keeping Well Partnership for the area.

The Terminus Initiative is a charity set up in 2002 by a partnership of local churches to engage with the community and develop services and activities to address the physical, emotional and spiritual needs of the community.

Partnership working forms an important element of accountability and delivery. The LBJ Public Health Involvement Team (PHIT) is made up of providers of statutory services and local voluntary, faith and community organisations. Partnership working is an essential component of the People Keeping Well process.

The role of the Health Improvement Worker is to support the Health Improvement Manager in identifying, delivering and monitoring health initiatives across the community to improve targeted areas of health.

Main tasks:

1. Develop good links with the PHIT partners, being aware of current community groups and activities.
2. Assist in consultation and co-production within the community.
3. Support activities specified by PHIT Community Wellbeing Programme delivery plan, developing course content and learning goals for delivery. Help to run groups and activities in the community.
4. During the pandemic, to continue to support and build rapport with service users 'virtually' on the phone and via the internet.
5. Work with the local family centre to recruit and support volunteers as part of the PKW early years contract.
6. Collect and maintain appropriate records of work undertaken and assist in producing written reports and monitoring information as required, including: Project Agreement Forms, quarterly monitoring, Evaluation Reports, collecting equal opportunities data from individuals. Entering this into a computer database.
7. Promote and recruit for activities, producing posters and leaflets, including use of newsletters and appropriate social networking sites (e.g. the TTI Facebook page, Twitter). Show a presence at community events and galas etc. with the PHIT display.
8. Undertake further training to support the role e.g. brief interventions.
9. Carry out other duties and relevant tasks consistent with the responsibilities of the post as agreed with the line manager.

Accountability

Line management for the health improvement worker will be provided by **The Health Improvement manager**. As an employee of **The Terminus Initiative**, you will also be responsible to the Trustees.

Conditions of Service

- This is a fixed-term appointment **till 2nd July 2021. (secondment cover).**
- The period of notice is four weeks on either side.
- Holiday entitlement will be 25 days exclusive of 8 bank holidays, both pro rata. Actual entitlement (over 12 months) of 13 days (103.5 hours) annual leave plus 6 Bank Holidays.
- Work related expenses will be paid in line with The Terminus Initiative current policy. ?
The appointee will be entered into the Stakeholder Pension Scheme, paying 3% of salary, and the Terminus Initiative will contribute 6%.?
- The Health Assistant will work within the policies and procedures of the Terminus Initiative

The normal hours of work will be 22 hours per week – most likely Monday to Wednesday, but this is flexible, and can be arranged before the start date. There will be time off in lieu, in agreement with the line manager, for any occasional weekend work.

Person Specification

Essential

1. Able to work within the Christian ethos of **The Terminus initiative**.
2. A commitment to equality of opportunity, inclusion and non-discriminatory practice, reflected in professional relationships with service users, colleagues and the general public.
3. Understanding of health issues facing communities.
4. A clear understanding of confidentiality and professional boundaries.
5. Excellent written and verbal communication skills, interpersonal skills and demonstrated competencies in IT skills, including Microsoft excel, cloud based document sharing and social media marketing & promotion. Using Zoom Teams and other online conferencing platforms.
6. Good time management skills. Self-disciplined to be able to work independently from home.
7. Must hold, or be willing to obtain, a satisfactory enhanced disclosure from the Disclosure & Barring Service.

Desirable

1. Relevant qualifications and/or experience in community engagement or public health.
2. Knowledge and understanding of policies relating to the safeguarding of children and vulnerable adults.
3. Good presentation skills.

APPLICATIONS DEADLINE: BY 5PM ON THE 21ST DEC. TO APPLY PLEASE SUBMIT A COMPLETED APPLICATION FORM WITH A COVERING NOTE TO ADMIN@TERMINUSINITIATIVE.ORG

INTERVIEWS WILL BE ON THE 23RD AND 30TH DEC.