

Job Title	Community Health and Wellbeing Officer
Line Manager	Community Health and Wellbeing Manager
Management of other staff	Not Applicable
Hours	17.5
Salary	£11,478.80 (based on FTE £22,957.60)

Overview of the role

The purpose of Third Sector Dumfries and Galloway is to improve the quality of life of the most vulnerable and disadvantaged within Dumfries and Galloway. We do this by working with third sector partners and public agencies to identify communities of greatest need, design responses and create an environment for innovation and growth.

The role of the Community Health and Wellbeing Officer is to support and work alongside the Community Health and Wellbeing Manager in the delivery of TSDG's services and relationships in relation to community health and wellbeing, and health and social care. This involves working directly with voluntary organisations and statutory partners, in particular the health and social care partnership, to support good health and wellbeing across communities in Dumfries and Galloway.

You will work directly with third sector organisations supporting them in early intervention and prevention, to support communities and individuals to remain well and independent at home for as long as possible.

Main responsibilities

Third sector engagement

- Develop relationships with third sector organisations whose work contribute to health, wellbeing and social care
- Coordinate and develop the third sector health and social care forum, liaising with members and coordinating meetings
- Work with the Community Health and Wellbeing Manager to develop and deliver communications to third sector organisations
- Support and contribute to consultation activities with the sector on all matters relating to health, wellbeing and social care
- Support and contribute to the delivery of events with TSDG colleagues and external partners
- Work collaboratively with colleagues in other parts of the organisation

- Contribute to the planning and delivery of events in partnership with stakeholders such as DGC, NHS and other third sector interfaces
- Network with colleagues in other third sector interfaces across Scotland
- Maintain records of activities to contribute to the monitoring and evaluation of TSDG business plan
- Any other tasks that may be deemed necessary and appropriate to the role.

Key Contacts

The post is responsible for actively promoting and representing TSDG by working with a broad range of stakeholders, including:

- Key third sector partners and prospective partners
- Health and Social Care partnership staff
- Other third sector interfaces
- Health and Social Care Alliance
- Scottish Government

Person Specification

	Essential	Desirable
Skills, Knowledge & Experience		
Ability to establish business relationships with a broad range of individuals and organisations	x	
Ability to plan and manage workload	x	
Active listening skills	x	
Ability to capture and analyse information and produce reports	x	
Broad knowledge and understanding of the third sector		x
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to use Microsoft Office packages and Outlook	x	
Ability to develop professional networks for sharing of information and expertise	x	
Education/Qualifications		
Educated to degree level		x
Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	
Self-motivated	x	
Committed to improvement	x	
Customer focussed	x	