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|---|------------------------------|---|--|
| <b>Job title</b>  | Head of Health and Wellbeing | <b>Department</b>   | Health and Wellbeing                                 |
| <b>Position reports</b>   | CEO                          | <b>Position is responsible for</b>                            | Wellbeing<br>Social Prescribing<br>IPCT Coordinators |
| <b>Location:</b> Kingswood and Patchway with some working from home   |                              |   |  |
| <b>Main purpose of job:</b> oversee the Health and Wellbeing function and lead on Safeguarding. This role has operational accountability for health and wellbeing projects as well as supporting the organisation to achieve its strategic aims.            |                              |   |  |
| <b>Position in Organisational Structure</b> <pre> graph TD     CEO[Head of CEO] --&gt; HWP[Head of Health and Wellbeing]     HWP --&gt; WM[Wellbeing Manager]     HWP --&gt; SPM[Social Prescribing Manager]     HWP --&gt; PM[Partnerships Manager] </pre> |                              |   |  |
| <b>Length of contract:</b> Maternity Cover 9 months   |                              | <b>Salary:</b> £31, 268 per annum<br>Full time – 37hrs a week |  |

| Main duties  |  |
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| <ul style="list-style-type: none"> <li>• Oversee community health and wellbeing projects</li> <li>• Leadership of 3 management roles within the area of work</li> <li>• Develop areas of work to support the health and wellbeing of residents across South Gloucestershire</li> <li>• Liaise with the Board of Trustees and deputise for the CEO in health and wellbeing as required</li> <li>• Support the development of effective partnerships between the voluntary sector and local health commissioners and providers.</li> <li>• Manage strategic relationships with health and wellbeing partners including but not limited to Bristol, North Somerset and South Gloucestershire Integrated Care System, South Gloucestershire Council, Primary Care Networks in South Gloucestershire and Sirona Care and Health</li> <li>• Lead Safeguarding across the organisation</li> </ul> |  |



- Contribute to the South Gloucestershire Locality Partnership and the Bristol, North Somerset, and South Gloucestershire Integrated Care System
- Lead on contract management for projects and be the point of contact for commissioners and other funders
- Deliver the outcomes of health and wellbeing contracts
- Develop and implement quality assurance and performance monitoring processes to ensure that all relevant KPIs and funded outcomes are achieved
- Prepare and submit timely and accurate monitoring reports to external funders and the Board as agreed with the CEO
- Contribute to strategy, policy, planning and risk management as a member of the Senior Leadership Team

**Last updated:** October 2022

**Date of next review:** October 2023