# Pioneering Care Partnership Job Description

**Wellbeing for the Time Being Capacity Building Training Officer**

**Responsible to:** Wellbeing for Life Capacity Building and Volunteer Development Lead

**Accountable to:** PCP Chief Executive & Board of Trustees

**Located:** Willington Medical Centre with significant outreach across County Durham

**Scale/Salary:** PCP Band 4, Salary £19,976 per annum

**Hours:** 37 hours per week

## Job Purpose

The post holder will have and develop knowledge/experience of local community capacity building

/training needs and will work with the WB4TB Capacity Building and Volunteer Development Lead, partners, service providers, groups and individuals to map out/develop capacity building / training programmes to ensure that communities / individuals get the right support at the right time in the right place. The postholder will work with partners across the service to develop and evaluate the Service and act as an integrated member of a team, demonstrating a flexible approach, to working across the geographical patch to ensure the needs of the local community are met.

The Capacity Building Training Officer will support with Wellbeing for the Time Being health programmes and the delivery of training packages to address health inequalities within the community. They will support organisations and groups across County Durham to create an environment which promotes the health and wellbeing of all. The main focus is on mental wellbeing.

The Capacity Building Training Officer will support with capacity building of frontline partners as part of the Wellbeing for the Time Being Service. They will support the Wellbeing for the Time Being Capacity Building and Volunteer Development Lead deliver training packages to ensure the training needs of the Service are met.

The purpose of this role is to develop and deliver training and capacity building skills as part of an integrated team, demonstrating a flexible approach to working across County Durham to ensure the training needs of the Service are met.

Excellent communication skills and local knowledge are essential in order to engage and work with members of the public. Willingness to undertake mandatory and role specific training within a specified timescale will also be essential.

## Job Description

1. Develop and deliver capacity building / training to staff, organisations and the community
2. As directed by the Wellbeing for the Time Being Capacity Building and Volunteer Development Lead organise and deliver health improvement training in community settings.
3. To support the Wellbeing for the Time Being Capacity Building and Volunteer Development Lead to plan, deliver and evaluate capacity building training sessions within the Wellbeing for the Time Being partnership as well as to external partners.
4. Liaise with a range of multi-agency partners to successfully support communities with health events, e.g. Drug and Alcohol Recovery services
5. To plan, deliver and evaluate a range of health training programmes.
6. Update course materials on training and delivery programmes and to take account of changes in policy, best practice, legislation and feedback from evaluation
7. To monitor and evaluate effectiveness of sessions delivered, providing regular reports on progress and impact
8. To audit and maintain resources, stock and equipment levels.
9. To support the planning and co-ordination of campaigns as agreed in work programme.
10. To ensure health improvement interventions support the equality, diversity rights and responsibilities of individuals.
11. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with his or her line manager.

**General**

1. To uphold PCP’s Core Values at all times.
2. To operate within the policies and procedures of PCP, including confidentiality, safeguarding, information governance and data protection.
3. To assist PCP marketing and engagement work and use creative techniques to gather views from the communities we support.
4. To actively take responsibility for your own Health & Safety and ensuring procedures are adhered to.
5. To collate appropriate monitoring and evaluation information to support the achievement of agreed targets and outcomes within the project or service.
6. To carry out all responsibilities in line with the organisation’s Equality & Diversity Policy.
7. To recruit, support, train and motivate volunteers as required.
8. To undertake any training and development deemed appropriate.
9. To undertake any such duties required by the relevant Senior Manager or PCP Chief Executive.

## January 2021