

## POSITION BRIEF

### Position information

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| Position title:      | Wellbeing Practitioner  |
| Reporting to:        | Deputy Manager and Operations Manager   |
| Location:            | The Arts Centre Hounslow (base)/Various locations around Hounslow Borough and trips outside of the borough where necessary                              |
| Department:          | The Wellbeing Network   |
| Position type:       | We are looking for a Wellbeing Practitioner to support our Deputy Manager and help deliver activities and workshops throughout the borough of Hounslow. |
| Proposed start date: | ASAP  |
| Hours:               | Two Days a Week (16 hours (these are flexible))   |

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### Position proposition

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| What are the main functions of the position? | <ol style="list-style-type: none"> <li>1. Assist the Deputy Manager to organise and support each activity, taking a leading role as and when required</li> <li>2. To deliver sessions as arranged in the programme of events.</li> <li>3. To assist in the collection of data from sessions.</li> <li>4. To assist in Improving programme delivery processes and best practices</li> <li>5. To assist the delivery manager in the arrangement of food and beverage and activity materials ahead of sessions.</li> <li>6. To be a consistent and comforting presence for any member who requires support</li> </ol> |
| What are the organisational relationships?   | The Wellbeing Practitioner would be part of a small team consisting of the Operations Manager, Deputy Manager and the Wellbeing Practitioner. They would report to the Deputy Manager.   |

## Position details

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| Remuneration package: | £28,000 net per annum pro rata + NI & Pension  |
| Position description: | <ol style="list-style-type: none"> <li>1. To assist the delivery manager in the arrangement of food and beverage and activity materials ahead of sessions.</li> <li>2. To deliver sessions as arranged in the programme of events.</li> <li>3. To assist in the collection of data from sessions.</li> <li>4. To assist in Improving programme delivery processes and best practices</li> <li>5. Deliver the sessions in a safe and legal manner, ensuring that health and safety best practices are at the forefront of the delivery</li> <li>6. Report any spending to the operations manager.</li> <li>7. Assisting and supporting volunteers.</li> <li>8. Find new ways to increase quality of member service</li> <li>9. Ensure all members are treated with respect and dignity at all times</li> <li>10. Be a positive, proactive and resourceful member of a small team within a time-sensitive and demanding environment.</li> <li>11. Assist the Deputy Manager to organise and support each activity, taking a leading role as and when required</li> <li>12. To be a consistent and comforting presence for any member who requires support</li> <li>13. To be a point of contact for HWN members on contracted days.</li> <li>14. To deliver any sessions as set out in the monthly schedule and if necessary; run any sessions where staff or freelance staff have become unavailable (subject to availability.)</li> <li>15. To comply with GDPR regulations</li> <li>16. To undertake any additional training that is required and to do so in a timely and professional manner</li> <li>17. To liaise with wellbeing network members and feed back to the deputy manager in order to ensure the voice of the entire network is reflective in the activities being presented.</li> </ol> |

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|  | <p>18. To assist the management in guiding the network into the next chapter and to ensure that it will continue to grow and develop.</p> <p>19. To take surveys at the beginning of programmes and the end of programmes to support the data collection requirements of funding agencies and development of the network.</p>  |
| Ideal candidate will be/have:                          | <ul style="list-style-type: none"> <li>● Positive / Enthusiastic</li> <li>● Empathetic and Kind</li> <li>● Strong work ethic</li> <li>● Passionate</li> <li>● Team player</li> <li>● Perform Under Pressure</li> <li>● Creative</li> <li>● Flexible and quick thinking</li> </ul>  |
| Relevant experience & skills required:                 | <p>Applicants should have previous experience of working with communities and have successfully run community based programmes. Any experience in working in the Wellbeing sector and delivering publicly funded work is a bonus.</p>  |
| What will some of the challenges be for this position? | <p>This is a new position within a new team. We are creating a structure that is going to be a Wellbeing support network to many people across the Borough of Hounslow and that is going to take time. We expect there to be bumps along the way and the challenge for this position is to help promote a strong foundation which we can build from.</p>   |
| What background checks will be required?               | <ul style="list-style-type: none"> <li>● Right to work in the UK</li> <li>● Clean DBS Check</li> <li>● 2x Reference Checks</li> </ul>  |
| Why your business is great to work for?                | <p>The Arts Centre creates an inclusive, supportive and culturally enriching environment in all projects and tasks. Our aim is to help members of the community and introduce them to different activities/social groups/opportunities within the wider community.</p> <p>We integrate arts into the community through multiple avenues which provides not only entertainment but compassion, acceptance and relatability. It is important that our values are always inline with the greater need of the community and we actively work towards this, for example our wellbeing network, festivals, and our affordable award-nominated Panto.</p> |

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|              | <p>At the Arts Centre there is a great team of supportive people who will not only help you do your best but who will actively encourage opportunities to do so. We are a passionate team based in the heart/centre of Hounslow who work towards the same goal for the community. The office environment is very fun, supportive and encouraging - where everyone is valued.</p> |
| How to Apply | <p>To apply please email your CV and a cover letter to <a href="mailto:laura@theatremanagement.co.uk">laura@theatremanagement.co.uk</a>. Please include all relevant experience working in the community.</p>  |