



Development Officer

Fixed Term until end March 2023

22.5 hours per week

The Healthy Living Hub is a small Wellbeing Centre based on the Kingsway in Swansea City Centre. It was originally set up and developed by the Kingsway Surgery to help patients of the surgery to access physical activity and wellbeing opportunities at a low cost. The Hub has developed over recent years and has gained support from the City Cluster which is made up of 8 GP practices working together with partners from key local authority departments, the voluntary sector and other individuals with an interest in improving the health and wellbeing of the local community.

This development officer role will be funded until March 2023 in the first instance.

The aim of the healthy living hub is to:

- support the local community to develop a healthy lifestyle through prevention programmes and promotion of self-care.
- Improving health and wellbeing across the age spectrum, focusing on access to low cost exercise and wellbeing classes.
- Coproduce, design and implement services in partnership with the community
- Demonstrate proof of concept, evaluate and redesign services offered as necessary

This is an exciting new role in which the post holder will be responsible for raising awareness and the profile of the Hub across the city, identifying sources of funding, submitting funding bids and networking with a wide range of stakeholders.

The post holder will work alongside the trustees to identify funding opportunities and develop bids and work with stakeholders to scope and develop new project proposals and implement project as and when funding is secured.

The Development Officer will need to be experienced at researching and writing accurate and compelling communications, from leaflets, social and digital media to funding applications.

This is a fantastic opportunity for someone with a passion for community development to work in partnership with the trustees to develop and promote the Healthy Living Hub.

Key Duties and Accountabilities

The role will involve six key areas:

- **Research and planning;** including undertaking research and scoping with key stakeholders and the local community, identifying new sources of funding and researching potential development opportunities
- **Community engagement and co-production;** including working with local citizens and stakeholders to plan and create new services
- **Writing funding bids;** including preparing evidence and supporting information, demonstrating need, monitoring and evaluation plans and budget proposals.
- **Administration and Information Management;** including data collection, ensuring reporting is accurate and comprehensive.
- **Marketing and Communications;** including developing the content of our website, increasing our presence on social media and developing health and wellbeing information in collaboration with key partners.
- **Broader organisational support;** including contributing to and supporting the implementation of activities and programmes at the Healthy Living Hub, as required.

Person Specification

Role: Development Officer

	Essential (E) Desirable (D)
Education and Qualifications	
Educated to a degree standard or equivalent	E
Skills and Experience	
Excellent communications skills, and the ability to communicate ideas in a clear and concise way, both verbally and in writing.	E
Good attention to detail.	E
Excellent interpersonal skills, able to deal confidently with a range of stakeholders at all levels.	E
An understanding of the health, social care and voluntary sector in Wales	D
Excellent organisational and planning skills	E
Ability to work independently and effectively using own initiative	E
Experience of successful income generation and development activity, including completing grant documentation	E
Experience of working with communities and a keen interest in co-production and community engagement	D
Experience of building and sustaining relationships and partnerships with a wide range of stakeholders	D
Confident in using IT, including Microsoft packages and social media	E
Experience of producing project plans and collecting and evaluating data	D
Full driving licence and access to a vehicle	E
Able to work flexibly and occasionally travel to other locations, including on occasion working outside normal working hours	E
Ability to communicate in Welsh	D

