**Job Description**

**Job Title:** Head of Health and Wellbeing

**Hours**: 35 hrs across five days

**Salary**: £46,356 - £51,922 (inc. OLW) + 6% Pension Contribution

**Contract:** Fixed Term for 2 years

**Responsible to:** Chief Executive Officer

Background

BVSC is the local infrastructure organisation (LIO) or council for voluntary services (CVS) in the London Borough of Bexley. We are the go-to place for all things voluntary and community sector, offering support ranging from strategic representation, advice & guidance, empowering the voice of the sector to supporting the recruitment of volunteers. **Everything we do is to strengthen our local Voluntary and Community Sector.**

Health and Wellbeing are integral to the resilience of our communities, transforming the lives of local people. We are looking for a Head of Health & Wellbeing to lead our initiatives in these areas, support effective and dedicated team members, ensure wellbeing & safety of staff and further develop & embed our services. Your leadership will support our commitment to embedding voluntary sector services, supporting key staff who make a profound difference to the lives of residents. You will be committed to reducing health inequalities and transforming systems of support to be family centred, more holistic and personalised to resident needs.

**Purpose of the Job**

To provide visionary leadership and management for BVSC’s community partnership/health & wellbeing programmes including Social Prescribing. The role requires a proactive, visionary leader who will support the development and growth of team members, and have a proactive focus on enhance service outcomes for residents of all ages, .

**Main Responsibilities**

**Leadership and Strategy:**

* To contribute to strategy, policy and risk management as a member of BVSC’s senior leadership team.
* Stay abreast of local and national trends in health and wellbeing initiatives, particularly Social Prescribing, to inform strategy and practice, translating to what this means locally for Bexley organisations.
* Develop and implement a strategic plan for Social Prescribing and health inequality programmes in the borough which align with Bexley Wellbeing Partnership and Voluntary Forum strategies.
* Lead and inspire your team to achieve strategic goals and priorities.
* Strengthen our approach to supporting Children and Young People, embedding a family approach across the whole service.
* Promote a culture of innovation and continuous development. Providing ongoing mentorship, support, and professional development opportunities for staff.

**Partnerships**

* Amplify and represent the voice of VCS at strategic level to influence policy and decision making.
* Work collaboratively with partners across the system to improve outcomes for the sector and local people.
* Build and maintain strong relationships with key partners including Voluntary Sector organisations, Local Authority, and Bexley Wellbeing Partnership, to drive systemic change.
* Work closely with other health initiatives to streamline and integrate systems, to ensure a consistent and equitable Social Prescribing service within Bexley.

**Social Prescribing Leadership:**

* Lead and support the team including One Bexley, and Social Prescribing team lead(s), fostering a collaborative, supportive and high-performance culture within the team.
* Oversee the development, implementation, and evaluation of social prescribing initiatives in primary care and any other health settings.
* Ensure programs are accessible, effective, and responsive to the needs of both children and adults in the community.
* Develop innovative approaches to enhance program delivery and impact.

**Financial Management:**

* Oversee budget planning, management, and reporting for the programs.
* Secure funding through grant applications, partnerships, and other income-generating activities.
* Ensure financial sustainability and accountability of all programs and initiatives.

**Monitoring and Evaluation:**

* Develop and implement robust monitoring and evaluation frameworks to measure program impact and outcomes, demonstrating a measurable impact on community health.
* Prepare regular reports for the CEO, Board of Trustees, and funders.
* Create public reports to share with commissioners and partners to contribute to local conversations around population health management and business cases for other voluntary sector organisations.
* Use data and feedback to continuously improve services and outcomes.
* Provide strategic insight into the Bexley landscape, drawing on data analysis from the projects, sharing knowledge with external partners.

**Safeguarding and Compliance**

* Be the designated Safeguarding Lead for the organisation for all safeguarding enquiries.
* Maintain robust safeguarding practices to protect vulnerable individuals, including children, young people and adults at risk.
* Ensure all staff, across the organisation, are thoroughly trained in safeguarding procedures and understand their responsibilities in identifying and responding to safeguarding concerns.
* Maintain clear protocols for reporting and managing safeguarding concerns, ensuring prompt and appropriate action is taken and recorded.
* Regularly review and update safeguarding policies and practices to reflect current legislation and best practices.
* Promote a culture of vigilance and safety within the organisation, encouraging staff to voice concerns and take proactive steps to protect and support the staff team, and vulnerable residents.
* Work closely with local safeguarding boards and other relevant partners to achieve better outcomes for local people.

**If you’d like to apply, please submit your CV and supporting statement by 10am Monday 28th October.   
  
Your supporting statement should address the points raised in the Job Description and Personal Specification. We expect no less than two pages, and no more than eight pages.**

**If you have not heard from us by the 1st of November, please assume that you have not been shortlisted. Applicants who have been shortlisted will be invited to interview on Wednesday 6th November & Thursday 7th November.   
  
If you would like an informal chat, please contact Lily Morgan (**[**admin@bvsc.co.uk**](mailto:admin@bvsc.co.uk) **or 01322 524 682) to arrange a call with Jattinder Rai, CEO.**

**Person Specification**

**Skills and Experience**

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| **Essential** |
| Proven experience in a senior leadership role within health, wellbeing, or voluntary sector fields. |
| Strong background in health inequality roles, with a track record of strategic program development. |
| Experience of securing and managing funding from various sources, including grants, contracts and fundraising. |
| Visionary and proactive, with a passion for promoting prevention and early intervention services & addressing health inequity. |
| Proven experience in measuring and reporting impact and writing reports for various stakeholders. |
| Deep understanding of voluntary sector and current trends including challenges, opportunities and policy, related to organisations of all sizes, from grassroots, small, medium and large charities. |
| Must demonstrate collaborative and inclusive leadership, committed to empowering others, providing development support to team and fostering a positive organisation culture. |
| Creative and forward thinking, with a track record of driving innovation in community programs. |
| Willingness to work outside of office hours on occasions |
| **Desirable** |
| Ability to drive and use of a car |
| Qualification linked to health, communities or voluntary sector |
| Awareness and understanding of digital tools and platforms that can enhance prevention services. |