**JOB DESCRIPTION**

**Community Engagement Insight Lead & MECC Lead**

**MAIN PURPOSE**

* Improve public access to and availability of quality assured health and wellbeing services through MECC training opportunities and within Workplaces locally
* Improve uptake of non-clinical community health and wellbeing services in Southend.
* Ensure that the Making Every Contact Count initiative has synergy with the emerging social prescribing scheme in Southend working in partnership with the Lead of Social Prescribing and Insight
* Increase number of people trained in MECC
* Increase number of organisations engaged in MECC

The post holder will work face to face in Southend-on-Sea to develop and improve accessibility of the Southend-on-Sea’s MECC training programme. The MECC/ Community Engagement Insight Lead will play a critical role in addressing barriers to engagement and enable people to play an active part in supporting community health through building on the local community assets.

**MECC:**

* Deliver Make Every Contact Count training to organisations and members of the community on a weekly basis
* Expected to work with other providers to deliver optimal health outcomes for adult residents and the local community.
* Lead on social media for the Integrated Service
* Lead on the annual Feel Good Festival
* Effectively engage all partners / stakeholders in health and voluntary services with the wellbeing service and ensure they are briefed on each programmes aims and objectives. Providing service introductions where permissible.
* To maintain and review the community engagement tracker for use across the Southend Wellbeing service.
* Co-ordinate and attend virtual and face to face events to promote the service we offer in Southend.

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Be able to plan and manage own time and activities around the needs of individuals / providers in the community
* Attend events to represent Everyone Health
* Ability to keep accurate records of activity to provide data and monitoring information
* Effective numeracy and literacy skills
* Emotionally sensitive and empathetic to members of the public who wish to improve their health, to be supportive and encouraging to people in difficult situations
* Value and be respectful of other people – regardless of background or circumstances
* Have strong interpersonal and communication skills
* Be flexible with good time management and planning skills
* Be interested in motivating and supporting both individuals and groups in community-based settings
* Be an excellent communicator, able to express to other organisations the benefits of working
* Internally refer members of the community into Everyone Health Services and/or signpost to relevant organisations

**2. KNOWLEDGE**

* In depth knowledge of local communities
* Knowledge of the challenges to achieving health improvement amongst local communities
* Knowledge of the challenges to achieving health improvement amongst local vulnerable and deprived communities
* Knowledge of IT systems to include the ability to use word processing skills, emails and internet
* Ability to keep accurate records of activity to provide data and monitoring information
* Emotionally sensitive and empathetic to members of the public who wish to improve their health, to be supportive and encouraging to people in difficult (sometimes frustrating) situations
* Value and be respectful of other people – regardless of background or circumstances
* Have strong interpersonal and communication skills

**3. EXPERIENCE**

Experience of working with and engaging individuals and stakeholders

* Experience of actively engaging with local communities
* Experience of using Microsoft programmes (Word and Excel)
* Experience of team working
* Experience of managing a personal workload
* Experience in health promotion
* Experience of working directly in a community development context, adult health and social care, learning support or public health/health improvement (can include unpaid work)
* Experience of partnership/collaborative working and of building relationships across a variety of organisations including the voluntary sector

**4. QUALIFICATIONS**

**Essential:** GCSE Maths and English to at least Grade C, or equivalent.

**Desirable:** 2 years Project Management Experience. Degree in health-related subject.

**5. SPECIAL CONDITIONS**

* Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
* Role incorporates evening / weekend working, with variable levels of travel across Southend-on-Sea.
* **Full UK Driving licence and access to a car for work- with ‘business purposes’ insurance.**
* Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
* This post involves working with vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

FITNESS TO PRACTISE

Applicants will need to confirm if:

* They’re currently subject to a fitness to practise investigations or proceedings by a regulatory or licensing body
* They’ve been removed from any professional register or licensing register
* They’ve had conditions or sanctions placed on their registration
* They’ve ever had restrictions placed on their clinical practice as part of the revalidation process

Everyone Health delivers multi-component health related and lifestyle services, including prevention and early intervention, on behalf of Clinical Commissioning Groups and Local Authorities in community based localities across the UK.