

Role Description
Job Title: Wellbeing Tutor

Line Manager: Head of Advice Services
Minimum Commitment: Deliver 3 x 6 weeks course per year
Location: Dudley Office / Community venues / Home Working (potential to move into Wolverhampton)
This role requires an enhanced DBS

<p>Main Job Purpose</p> <ul style="list-style-type: none"> • To deliver multiple 6 week programmes alongside a paid wellbeing tutor across the working week called the 'Long Term Health & Wellbeing Programme' (the programme for participants is 2.5 hrs per week for 6 weeks) to multiple groups of up to 12 Dudley residents per group with long term health conditions or disabilities to help improve their quality of life. The sessions cover areas such as managing pain, getting a good night's sleep, healthy eating, dealing with difficult emotions, relaxation and dealing with triggers • The course enables and empowers participants by giving them the tools and confidence to manage their symptoms to the best of their abilities day to day and be informed of the best healthy life-style choices to help them with managing their condition(s) • Full training to become accredited will be provided for this role and passing this training is one of the requirements for completion of successful probation

<p>Main Tasks and Responsibilities</p> <p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> • Have personal experience of living with a long term health condition (by this we mean a condition you have to live with which could be physical or mental health related) or disability (physical or mental health related) OR helping to care for someone with a long term health condition or disability in a personal or professional capacity. This is preferred but not essential. • Be prepared to work with other tutors (2 tutors must be present for each course) to deliver the course in a structured way using the accredited designated programme workbooks and interactive tools to encourage participant involvement • Have the skills to communicate with the public in community venues, including other tutors and participants in a group setting and on a 1:1 basis • Effectively oversee the groups of participants and support participants with any challenges that may be generated by the course content, with support from the health and wellbeing co-ordinator • Be prepared to travel around Dudley borough to deliver courses in various venues including delivering the course digitally via zoom for those who are limited to leaving their homes. <p>Quality</p> <ul style="list-style-type: none"> • Deliver exciting, interactive and confident training sessions that can help bring participants together, impart knowledge to help improve quality of life, and create an enjoyable, uplifting training experience for participants with different needs • Work to the Self-Management training guidelines and use only certified resources

- Receive and deliver feedback in a constructive way in order to develop yourself and other tutors
- Encourage participants to complete evaluation forms on completion of a course
- Support the advertisement of the programme widely to increase volume of participants and help access to marginalised communities. When delivering programmes to diverse participants, being creative to ensure successful learning is achieved is essential

Training and Professional Development

- Complete successfully the necessary training required for this specific role
- Undertake any refresher training required, if/when the programme changes
- Attend relevant internal and external meetings as agreed with the line manager
- Prepare for and attend volunteer supervision sessions and annual appraisal
- Assist in initiatives to improve services

Administration

- Complete any required forms or reports as required by the organisation
- Use IT effectively for emails and record keeping
- To identify any issues affecting health and safety and support the Health and Wellbeing Coordinator to address these
- Be responsible for the setting up and closing down of the daily sessions in the community venues. This includes arranging for materials to be at venues, refreshments, setting up the venue for enjoyable learning, putting the venue back to how it was at the end of the day

Networking

- To network and liaise with partner organisations to market the Long-term Health & Wellbeing programme
- Maintain a good working relationship with external venues and organisations

Other Duties and Responsibilities

- To comply with the policies, procedures and guidelines of the organisation
- Work cooperatively with colleagues and encourage good teamwork
- Identify any potential safeguarding issues and report these to the coordinator
- Support the implementation of the organisation's business plan and strategies
- Promote the aims, principles, policies, interests and wellbeing of the Service and to protect its integrity and reputation
- Anything else as may be required from time to time by the Leadership Team consistent with the volunteer role

Signature of Post Holder:

Date: