

ARUN DISTRICT COUNCIL

JOB DESCRIPTION

Designation	:	Wellbeing Information Officer
Grade	:	4 (37 hours per week), (maternity cover up to 12 months)
Department	:	Community Wellbeing
Section	:	Arun Wellbeing
Location	:	Arun Civic Centre, Littlehampton
Responsible to	:	Senior Wellbeing Partnerships Officer

Purpose of Job:

- ♦ To provide first point of contact for information about wellbeing activities within the Arun District, to signpost callers to appropriate services and to keep the website and other information resources up to date. To provide administrative support for the Arun Wellbeing Team and the Arun Wellbeing and Health Partnership.

Duties and Responsibilities:

1. Create and maintain pages on the Arun Wellbeing Website, about the service and Wellbeing projects, updated regularly with links to relevant services in the district, and linking into the county-wide wellbeing website and directory.
2. First point of contact for enquiries from public and health professionals regarding programmes and activities in the Arun District supporting prevention of cardiovascular disease and promoting wellbeing. Giving information or signposting/referring as appropriate, and logging information onto the client database.
3. Supporting the wider Wellbeing Team's delivery of the Wellbeing programme and its services through maintenance and development of information boards, newsletters and leaflets
4. Maintaining, ordering and keeping up to date the information and promotional resources in both the Civic Centre Offices and the Arun Wellbeing Annexe at Bognor Regis.
5. Administrative support for the Arun Wellbeing and Health Partnership (AWHP)
6. Administration of the AWHP's Joint Small Grants programme
7. Assisting in the organisation and delivery of Arun Wellbeing events, and attending and contributing to team meetings
8. Administrative support for members of the team including ordering stationery and materials.
9. To be aware of and comply with current legislation concerning Equal Opportunities, Health & Safety at Work, Data Protection, Freedom of Information and Safeguarding Children and Vulnerable Adults. To be aware of, and comply with, Arun District Council's policies and procedures as set out in the Constitution, Standing Orders and the Code of Conduct for Council Officers. To maintain confidentiality in dealings with members of the public.
10. To undertake any other duty as requested by the Partnership Manager and the Arun Wellbeing and Health Partnership within the scope of the grade of the post.

The duties within the Job Description are intended as a guideline only and may be amended from time to time, following consultation with the Postholder.

Signature of Postholder :

Date :

Signed :

Partnership Manager

Date: November 2020