




<p><b>Location:</b> Guru Nanak Wellbeing Centre Khalsa Avenue Gravesend Kent DA12 1LU</p>	<p><b>Job Title:</b> Wellbeing Support</p>
<p><b>Accountable to:</b> Wellbeing Centre Manager</p>	
<p><b>Salary:</b> £22,000 - £25,000 subject to qualifications and experience.</p>	<p><b>Hours of Work:</b> 9.30am to 4.30pm Monday – Friday</p>
<p><b>To apply for this role, please scan the QR Code or Select the link below:</b></p> <p><a href="http://tinyurl.com/cf6zxv6h">http://tinyurl.com/cf6zxv6h</a></p>	

### Overview

The Wellbeing Centre has been established to provide a focal hub for Sikh Elders in Gravesend to lead healthy, active and independent lives. The Centre aims to provide services which facilitate the achievement of this objective and reduce reliance on statutory services run by the NHS and the public sector.

The Centre will work in partnership with statutory and voluntary providers to encourage Sikh Elders to adopt healthy, active lifestyles which improve their health, Wellbeing and quality of life.

The Wellbeing Centre is located within the Gurdwara Complex and as such will operate with due regard to maintaining adherence with Sikh principles and values.

### The Role:

The Management Board are seeking to appoint a Wellbeing Support staff who will be directly accountable to the Centre Manager. Their main role is to assist in the effective and efficient running of the Centre to ensure Users are supported and encouraged to participate in events and activities designed to increase awareness of living healthy, active and independent lives. The Centre also provides networking and support opportunities for Sikh Elders to address feelings of isolation and alienation.

The Wellbeing Support staff will have specific responsibility for delivering a programme of organised activities and events for Users to improve physical and mental Wellbeing. Additionally, the Centre Assistants will also help and support users in accessing appropriate services provided by other statutory and voluntary agencies.

Working flexibly, with a positive attitude, as part of a small team in providing support to Centre Users is fundamental to the role.



### Key Responsibilities:

Specific duties will be allocated by the Centre Manager, but will include the following:

1. To be responsible for organising and delivering a programme of basic social and leisure activities to enhance the lives & improve the Wellbeing of users attending the Centre.
2. Ensure users attending the Centre understand relevant health and safety requirements and are advised of what services and activities will be provided.
3. Encourage Users to participate in events and activities which help to improve healthy living and interaction with other users.
4. To ensure the Centre has access to Televisions, regular supply of appropriate Punjabi newspapers, books and a PC Terminal.
5. Arrange short sessions to increase health awareness on topics such as *'looking after your heart'*, *'healthy eating'*, *'tackling obesity'* etc.
6. Organise outdoor exercise activities using the Sports Ground Walking Track and the outdoor Gymnasium to increase physical activity for Users, having regard to individual User's health and physical ability, comfort and enjoyment.
7. Working with partners and external providers, arrange sessions on topics such as, personal health and hygiene, managing money, Universal Credit, Inheritance Planning etc.
8. Ensure all activities are risk assessed, and, risk assessed against the Centre Users physical and mental Wellbeing.
9. To be able to carry out basic first aid assistance and summon emergency services if required.
10. To accept and promote equality as an integral part of the role, treating all Users with fairness and respect.
11. Maintain records of those who participate in events and activities organised for them as well as reasons for those who decline to take part.
12. To undertake other duties and tasks as required by the Centre Manager.
13. You may need to accompany the driver to pick-up and drop-off services provided by the Wellbeing Centre.
14. This will be an on-site role at the above location and no work from home applies to this role.



### Personal Skills and Abilities:

The Centre Assistants will need to demonstrate evidence of the following skills and abilities which will be assessed as part of the recruitment process.

- Good standard of higher education and experience of working in a 'people centred' service environment.
- Good written and oral communication skills coupled with a polite telephone manner. The ability to speak and understand Punjabi is essential.
- Ability to undertake basic risk assessments to ensure the health, safety and Wellbeing of Centre Users and their fitness to participate in activities.
- Ability to be able to use IT software packages, including word, excel and construct and use databases.
- Willingness to work flexibly and accept responsibility for meeting targets as set by the Centre Manager.
- Willingness to undertake other duties which are within the skills and abilities of the postholder.
- Safeguarding, First Aid and Personal Care for Adults will be essential for this role. Training will be provided if required.