

# ADVERT

## **Community Wellbeing Officer, Bradford Co-operative Association**

**Fixed-term 12 months (with potential for extension)**

**Monday to Friday (flexible working)**

**Rate of pay: £10.00-12.00 per hour depending on experience**

**Deadline: Wednesday 12th May 2021 at 11:55pm**

We are looking for an experienced and motivated person for the role of Community Wellbeing Officer at Bradford Co-operative Association; working for Bread + Roses and Chapel Street Studio. This is a new role focused on supporting the organisation as we reopen following the national lockdown and rebuild our businesses in 2021.

The Community Wellbeing Officer is a position partially funded and supported by the NHS Clinical Commissioning Group, Bradford. The role involves supporting and attending to the wellbeing of staff, volunteers, users, and the wider community. Key tasks include serving as the first point of contact for all Personnel/HR issues, reviewing our existing policies and leading on the ongoing development of our Staff and Volunteer Handbook, running internal and externally facing wellbeing events and training for our wider community, facilitating professional development for volunteers and staff, and being available for 1-2-1 check-ins.

We are looking for someone with voluntary or paid experience and/or training in a relevant field (e.g. human resources, psychology, social work), delivering workshops, training, and wellbeing events, safeguarding. Essential qualities include a supportive and caring approach to work and social interaction, being passionate about equity and the inclusion of all people, a willingness to learn and seek out necessary information, a proactive approach to keeping up to date with relevant trends and best practice, good organisational, prioritising, and time management skills, openness to direction, working collaboratively and commitment to get the job done, and a desire to get involved and become part of our dynamic community.

References and DBS-check will be required upon appointment.

## **How to apply**

Please send your current CV, a covering letter outlining your skills and experience against the essential and desirable criteria listed in the Job Description and Person Spec, and details of two referees (to be contacted if prior to offer), to [owen@thebreadandroses.coop](mailto:owen@thebreadandroses.coop) by the closing date: **Wednesday 12th May 2021 at 11:55pm.**

**Please note only complete applications will be considered (must include CV and Cover Letter).**

**Interviews will most likely be held in the week commencing 24th May 2021.** These will either be conducted via video conference.

**The role will start on July 1st 2021. Relevant training may be offered before this date.**

We are an equal opportunity employer, striving for diversity. If you require any reasonable adjustments during the application process please provide details in your application.