

JOB DESCRIPTION: Community Wellbeing Officer

BRADFORD CO-OPERATIVE ASSOCIATION

The Bradford Co-operative Association is a cooperative group of social enterprises that brings together people, resources, and opportunities in Bradford. Currently made up of Bread + Roses; a cafe, coworking and events space on North Parade, and Chapel Street Studio; a creative agency of freelancers and small businesses.

A cooperative (coop) is a different kind of business. Our coop is owned by individual members who get a chance to have a say in how we are run, and as a business, we are driven by values (not just profit) and we work together to support each other and our local community. All profits made go back into the cooperative to fund business growth and build an inclusive cooperative platform for the benefit of our members and the people of Bradford.

To find out more, visit: www.thebreadandroses.coop and www.chapelstreetstudio.coop

JOB TITLE	Community Wellbeing Officer
LOCATION	Bradford Co-operative Association, 14 North Parade, Bradford, BD1 3HT
HOURS OF WORK	10-12 hours per week, Monday to Friday (flexible working)
SALARY	£10 - £12 per hour (depending on experience)
CONTRACT TYPE	Fixed-term 12 months (with potential for extension)
RESPONSIBLE TO	Central Circle
RESPONSIBLE FOR	Personnel Working Group

ROLE PURPOSE

The Community Wellbeing Officer is a position partially funded by 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.

KEY DUTIES & RESPONSIBILITIES

Community wellbeing

- Act as a point of contact for staff, volunteer, workspace user, and community wellbeing
- Organise workshops, meetings and training to inform and educate staff, volunteers and the Board on wellbeing and Personnel/HR issues
- Actively seek to engage staff, volunteers, and workspace users in community building and wellbeing-focused activities, events, and training such as mediation classes and mental health seminars.

Personnel / Human Resources

- Serve as first point of contact for all Personnel/HR issues
- Foster a supportive and collaborative culture
- Provide and receive mentoring and coaching alongside other officers as required and help identify training needs
- Review existing policies and lead on development of our Staff and Volunteer Handbook, including but not limited to: safeguarding, recruitment, inclusion and diversity, volunteering, disciplinaries, grievances, privacy, personal development and training, environment, health & safety
- Attend and be willing to lead our Personnel Working Group

General

- Implement policy in close collaboration with our Working Groups
- Work cooperatively with other staff members and volunteers
- Uphold the values of the Co-operative and actively promote the space
- Attend meetings as required

In addition, work within all Bread + Roses policies including Health and Safety and General Data Protection Regulation.

PERSON SPECIFICATION

- Voluntary or paid experience and/or training in a relevant field (e.g. human resources, psychology, social work)
- Voluntary or paid experience and/or training in delivering workshops, training, and wellbeing events
- Voluntary or paid experience and/or training in safeguarding
- Supportive and caring approach to work and social interaction
- Passionate about equity and inclusion of all people
- Willingness to learn and seek out necessary information
- Proactively keep 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
- Desire to get involved and become part of our dynamic community
- Clear DBS check

BENEFITS

- The opportunity to guide, support, and develop others
- Broad career learning opportunity, working with key partners in mental health services
- Mentoring and peer support
- Professional development and training
- Play a key role in development of Bread + Roses, opportunity to join as a member and share ownership of our co-operative
- Access to building facilities

Updated: 1st April 2021