

Pathway Development Lead – Grade 10

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services with communities. Investing in relationships with those communities is at the core of what we do. The Wellness Service is part of the Local Integrated Partnerships Service, alongside Community Plus and the Libraries Service (LIPS). LIPS exists to improve health and wellbeing outcomes for individuals and communities in Kirklees through community-based approaches which reduce, prevent or delay the need for statutory services, under the council-wide Early Intervention and Prevention programme.

The Wellness Service, established in Sept 2019, is a successful, growing service making a positive impact on the health of the community through supporting individuals to take control of their own health and wellbeing. This job role is key to the future development and growth of the Wellness Service.

The Health Coaching ethos of the Wellness Service ensures a proactive, preventive approach that works with the whole person to achieve optimum levels of physical, mental, social, and emotional health. As Pathway Development Lead, you will take a leading role in a team responsible for developing this integrated Health Improvement approach for adults; helping people build their capacity to gain and maintain good health and be independent.

This role is based within [Adults and Health](#). Find out more about [working for Kirklees](#).

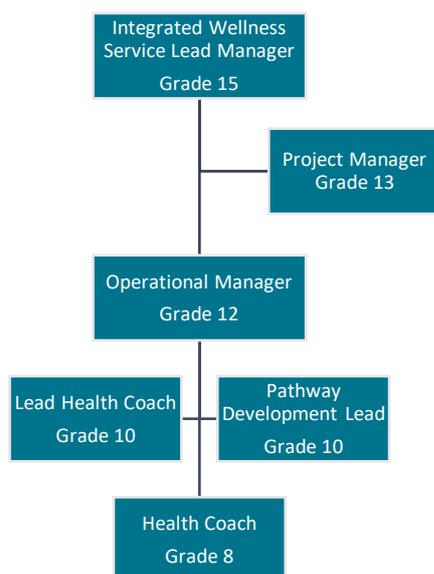
Key areas of responsibility

This role involves being part of a flexible and responsive team, working together to improve health and wellbeing outcomes for adults in Kirklees. Your key responsibilities will be to:

- Work collaboratively with a range of partners across other services, maintaining and strengthening relationships and seeking opportunities to integrate wellness into their strategies and projects.
- Assist Operational Managers in analysing and interpreting business intelligence, helping to produce reports including recommendations for improvements/developments. You will also work with your Operational Manager to identify opportunities for developments and improvements linked to programme areas.
- Develop new projects and Wellness pathways/themes and review and maintain existing projects and pathways as agreed with your Operational Manager.
- Develop new and existing databases to improve report writing and outcome measures.
- Develop the Wellness website to promote the pathways and projects of the service, working with Operational Managers and your fellow Pathway Lead colleagues to keep web pages up to date and introduce blog posts etc.
- Manage a proportionate caseload of clients, maintaining best practice throughout.

- Deliver presentations and reports to partner organisations, senior leadership teams etc.
- Develop and implement induction programmes for sessional staff and volunteers in accordance with Council Volunteer guidance.
- Work with the Operational Manager who is responsible for volunteering to ensure that volunteers are appropriately trained and supervised, and their wellbeing is taken care of.
- Work with the Lead Coach to plan and undertake service quality checks such as auditing client records and advise on appropriate support required to improve quality of service.
- Take a lead on story board development as an important tool for evidencing good practice and improved outcomes.
- Lead on the development of specific pathways such as Healthy Weight, Carers, Smoking Cessation, and the Move More programme.
- Liaise with the council's Comms Team re communication and marketing for those specific pathways and localities.
- Lead responsibility for the day-to-day delivery of specific programmes within the service, supported by Operational Managers.
- Develop business cases to support future service activity, including access to funding.
- Be responsible for the Local Integrated Partnerships engagement calendar.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Knowledge	
Able to demonstrate a good understanding of effective community engagement and partnership working.	Essential
Knowledge and understanding of the issues affecting the lives and health of adult populations and the services, initiatives, policies that impact upon them.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Up to date knowledge of approaches, techniques and models in health and wellness, and a passion for regularly updating skills and experience and learning in this area	Essential
Staying up to date with technology and its application to future service development, eg deployment of Apps to improve health and wellbeing	Desirable
Qualifications	
Advanced Health Coaching qualification, or equivalent experience and knowledge.	Essential
Healthy Weight Nutritional Level 3 and Brief Advice Smoking Level 2, or equivalent experience and knowledge.	Desirable
Skills	
Experience of using databases/client system software to design and produce resources, edit and develop website and blog content, and analyse activity.	Essential
Confident in developing and delivering engaging presentations to report on activity and promote the service in a variety of areas.	Essential
Effective communication and interpersonal skills, and the ability to build and maintain relationships with internal and external partners in a locality.	Essential
Self-direction and ability to work autonomously without recourse to management, meeting deadlines whilst working under pressure.	Essential
Ability to collate evidence-based data to produce and compile service reports for a range of audiences	Essential
Up to date IT skills, knowledge and experience of using MS office applications including Teams and Outlook.	Essential
Experience	
Experience of supervising volunteers, and leading and developing volunteer programmes, including student placements.	Desirable
Experience of confidently developing and delivering virtual and face to face health and wellbeing sessions to groups.	Essential
Experience of applying health coaching techniques to support clients and groups with complex and/or long-term conditions in making positive lifestyle changes	Essential
Other	
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Requirement to work in a flexible and agile manner, and to work evenings and weekends to meet service need.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Willingness to travel, by whatever means, between locations to fulfil the requirements of the role, for which possession of a driving licence and a car may be considered desirable.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Social Care - Adults	Grading ID	67670
Job ID	TBC	Last Updated	February 2022
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Adult	DBS Type	Enhanced + Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	L Crossley		