



JOB DESCRIPTION

Post: Health & Well-Being Engagement Officer

Reporting To: Partnership & Project Manager

Salary: £30,661 per annum (£33,366 *pro rata*)

Hours: 34 hours per week
Funded by Aneurin Bevan Health Board fixed term until 31st March 2027

Based: Portland Buildings, Pontypool, and Outreach

Purpose of the Role

To act as a key point of connection between communities, the voluntary and community sector, and health and social care partners across Torfaen.

The postholder will support partnership working, strengthen community networks, and help ensure that voluntary and community organisations are actively engaged in shaping and delivering health, social care and wellbeing priorities at a local and regional level.

The role sits within the TVA projects team and contributes to the wider aims and values of Torfaen Voluntary Alliance.

Key Responsibilities:

Partnership and Engagement

- Build and maintain effective relationships with community groups, voluntary organisations, statutory partners and professionals
- Support and promote joint working between the Third Sector, Health and Social Care partners
- Contribute to local, regional and (where appropriate) national health and wellbeing agendas
- Ensure the role and contribution of the voluntary sector is visible within relevant partnerships, networks and planning groups

Community and Network Development

- Establish, support and develop networks that respond to local need
- Support planning and engagement arrangements linked to local initiatives, including Integrated Wellbeing Networks and Neighbourhood Care Networks
- Promote inclusive engagement, supporting under-represented and seldom-heard communities to access and shape health and wellbeing activity
- Support and engage with existing initiatives such as Wellbeing Friends

Development and Innovation

- Identify evidence-based opportunities for new and innovative ways of working
- Broker access to appropriate development support, including funding, training and research opportunities
- Support the coordination of joint service delivery and partnership activity where appropriate

Monitoring, Reporting and Internal Contribution

- Maintain accurate records of engagement and activity using TVA's CRM system
- Produce reports and contribute to monitoring meetings with funders and partners
- Work collaboratively with colleagues across TVA to support members and organisational objectives
- Contribute to the overall success of Torfaen Voluntary Alliance and undertake any other reasonable duties

Hours of Work: Thirty-four hours per week. The post holder will be required to work some evening and weekends for which time of in lieu will be given.

Holidays: Annual leave entitlement as per contract of employment.

Pension: Torfaen Voluntary Alliance operates a contributory pension scheme.

Probation: There will be a three-month probationary period.

Person Specification: Health & Wellbeing Engagement Officer



Education and Attainment	Essential/ Desirable
Further/higher educational qualification relevant to the post	D
Experience of the third sector as a paid employee or volunteer.	D
Knowledge of the Social Services and Well-being Act	E
An understanding of the Third Sector's role in Health, Well-being, and Social Care	E
Engagement and partnership working with the Statutory and Third Sectors	D
Understanding of TVA Core Aims and the contribution of the third sector in Torfaen	E
Knowledge and understanding of the 4 core themes that underpin the work of TVA	D
Appreciation of the needs of disadvantaged and minority groups	E
Ability to deliver advice and support to a wide range of groups, partners and organisations.	E
Ability to demonstrate experience of inter-agency networking	E
Experience of monitoring and recording procedures.	D
Skills and Aptitudes	
Excellent ICT, communication, and interpersonal skills	E
Experience of organising events, networks, forums, and other meetings	
Ability to facilitate the involvement of people and communities	
Ability to prioritise workload and work on own initiative	E
Willingness to work flexibly in response to a changing strategic and policy context.	E
Solutions focussed a flexible approach and a can-do attitude.	
Ability to demonstrate commitment to Equal Opportunities	E
Ability to communicate in Welsh, or the willingness to learn	D
Circumstances	
Willing to work at weekends and in the evenings	E
Willing to work in various locations around Torfaen and surrounding areas.	E
Full driving licence	D