



Lincolnshire Rural Support Network

JOB DESCRIPTION – HEALTH AND WELLBEING LEAD

Job Title: Health and Wellbeing Lead for
Lincolnshire Rural Support Network(LRSN)

Reporting to: Project Manager LRSN

Based at: Home

Job Purpose: Responsible and reporting to the LRSN Project Manager, the Health and Wellbeing Lead is accountable for management, development and administration of delivery of the Charity's frontline services, which include health screening and outreach clinics at county livestock and horticultural auctions, casework service throughout Lincolnshire and a helpline service open every day of the year

Provide clear leadership, support, supervision and direction to volunteers and staff involved in delivering front line services.

As Health and Wellbeing Lead, contribute to LRSN strategy to sustain and develop delivery of frontline services

KEY RESPONSIBILITIES:

STRATEGY

- Contribute to the Charity's Business Plan and identify areas where frontline services may need to be improved or developed

GOVERNANCE

- Ensure the charity's frontline services are delivered in line with LRSN policy and procedures, with any appropriate issues escalated to Project Manager and Trustee Board
- Contribute to regular review of policies and procedures relating to frontline service volunteers and staff to identify areas for improvement or changes in line with operational experience and legislative changes

- Provide quarterly written reports and analysis to Trustee Board meetings to demonstrate service performance and trends against agreed business plan and performance indicators
- Produce and submit performance reports as required in line with any contractual requirements for all public sector and third party funded services, including analysis of trends and statistical data
- Ensure health screening service checks are compliant and in line with NICE guidelines and reviewed and agreed annually with Medical Director
- Contribute to progression and coordination of renewal IIV accreditation activity to a successful outcome on a 3-yearly basis

SERVICE DELIVERY

- Manage casework volunteers and staff to ensure referrals are allocated and matched to service users' needs and progressed timeously and appropriately with comprehensive documented secure audit trail of all interventions
- Undertake and manage personal casework and caseload
- Be personally responsible for providing, maintaining and monitoring existing casework service, helpline service, health screening and outreach clinics at livestock and horticultural markets
- Be personally responsible for managing and monitoring service delivery capacity and ensuring recruitment plans address current and projected workload
- Consider ways in which frontline service delivery may be enhanced or developed and provide costed options and plans for consideration by Project Manager and Trustee Board

VOLUNTEERS and STAFF

- Recruit and select volunteers according to policy and procedure and in line with anticipated capacity requirements including a recruitment day to attract volunteers with proven mental health skills
- Arrange and participate in inductions for all new volunteers and staff delivering frontline services
- Identify costed options for training needs of volunteers and staff involved in front line services for inclusion in annual training programme
- Monitor and appraise volunteer and staff effectiveness in their role and support their well-being and safety, liaising with project manager where appropriate
- Provide structured clinical supervision and guidance to all casework volunteers and staff
- Organise arrange and chair biannual team meetings for all volunteers and staff delivering front line services to include agendas, minutes, policies and performance
- Act as confirmer for NMC nurse reregistration requirements for nursing staff

PROMOTION

- Support Project Manager and PR/Admin Manager to maintain and develop suite of relevant PR material to provide consistency and quality of LRSN brand and service
- Attend LRSN promotional and fundraising events if appropriate as well as Annual General Meeting
- Liaise with relevant external public, private and third sector agencies and businesses to develop networks and connections which can be of mutual benefit to services and service users
- Support frontline service volunteers and staff to promote LRSN and its services

COMMUNICATION

- Contribute to production of newsletters and bi-monthly update to volunteers, trustees and staff
- Contribute to development and maintenance of an effective and efficient internal communication strategy between frontline service volunteers and staff with management team and Trustee Board

PARTNERS

- Contribute to and maintain good working relationships in accordance with Service Level agreements with Nottinghamshire Rural Support (NRS), Farming Community Network (FCN) and Methodist District
- Contribute to and maintain good working relationships with other significant and appropriate partner organisations to include LFYFC (Lincolnshire Federation of Young Farmers Clubs), NFU (National Farmers Union), Mental Health Partnership Group (MHPG), Suicide Prevention Steering Group, Neighbourhood Teams, Harvest Festival Committee, Market Auctioneers and others identified as important to the work of LRSN