

<b>JOB DESCRIPTION</b>	
<b>Post</b>	Health & Well-being Information Officer - 21 Hours per week (Fixed term to 31st March 2026 but may be continued subject to funding)
<b>Department/ Project</b>	Health, Well-being and Partnerships Department
<b>Base</b>	Plas Dolerw, Newtown, Powys <b>or</b> Unit 30 Ddole Road Industrial Estate Llandrindod Wells
<b>Responsible to</b>	Senior Officer Information, Engagement and Participation
<b>Responsible for</b>	No line management responsibilities
<b>Terms &amp; Conditions</b>	See below
<b>Purpose of this post</b>	<p>The purpose of this post is to support the Health, Wellbeing and Partnerships Department to develop and deliver Health and Wellbeing Information Services:</p> <ul style="list-style-type: none"> <li>• Provide quality health and wellbeing information to Powys' Third Sector to enable them to provide quality health and wellbeing services within communities in Powys</li> <li>• Promote and provide engagement opportunities to Powys Third Sector/stakeholders' voice in national, regional and local consultations and policy development</li> <li>• Develop and maintain communication outlets for supporting dialogue between PAVO Health and Wellbeing Team and those who deliver and receive public services</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure Powys Third Sector is well-informed about strategic health priorities</li> <li>• Produce and distribute regular health and wellbeing focused web pages, Blogs, E-bulletins, video clips, case studies, social media, etc to inform the Third Sector, statutory partners, professionals and stakeholders</li> <li>• Support the Health, Wellbeing and Partnerships Department to continually develop and learn to use both on and off-line communication mechanisms to provide information and improve engagement and participation, not only within PAVO, but particularly with our voluntary colleagues, our statutory partners and individuals living in Powys</li> </ul>
<b>Main Duties</b>	<p><b>Website</b></p> <ul style="list-style-type: none"> <li>• Manage PAVO's health and wellbeing pages on our website, ensuring that the information is up-to-date, promoted regularly and distributed widely in a format that works for our stakeholders</li> </ul> <p><b>Information</b></p> <ul style="list-style-type: none"> <li>• Proactively gather relevant information pertaining to health and wellbeing, ensuring it is disseminated and distributed regularly</li> </ul>

	<p>in accordance with Data Protection Regulations, including producing a regular Health &amp; Well-being E-bulletin</p> <ul style="list-style-type: none"> <li>• Regularly promote the Health, Wellbeing and Mental Health information provision across various platforms using a variety of communication mechanisms</li> <li>• Make appropriate use of social media to engage stakeholders in health &amp; well-being information, including reinforcing public health messaging</li> <li>• Assisting the Senior Officer for Information, Engagement and Participation in the sharing of strategic information, in the right way, at the right time, with the widest reach</li> <li>• Continually seek to increase the contacts on our database and ensure that their communication preferences are adhered to and linked in with the provision of relevant information</li> </ul> <p><b>Partnerships &amp; Networks</b></p> <ul style="list-style-type: none"> <li>• Link with Community Connectors and other third sector services to help individuals access support for their health and wellbeing in a holistic way</li> <li>• Ensure Health Partnership structures are updated and promoted via the website and e-bulletin</li> <li>• Provide information to the sector on opportunities to develop new projects/funding and/or collaborative co-production activities specifically relating to mental health</li> <li>• Attend relevant workshops, discussions, informal events and stands to promote third sector health information</li> <li>• Work with others to promote new activity relating to public awareness of health developments/messaging</li> <li>• Ensure links with wider information strategies and networks that contribute to the health and well-being agenda</li> <li>• Supporting the marketing of involvement and participation opportunities with individuals in contact with services, helping them share their lived experience in the best way to influence public services</li> </ul> <p><b>Data Management, Monitoring &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>• Support the Senior Officer Information, Engagement and Participation in measuring the success and impact of the provision of information, utilising attractive and interactive reporting tools</li> <li>• Organise and maintain administrative and personal records, data sharing within the Wales Accord for Sharing of Personal Information (WASPI) protocols where required.</li> </ul>
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The job description covers the main duties and responsibilities of the post but other duties commensurate with this role will also be undertaken by the post holder. PAVO aims to provide a service that is responsive to the needs of its membership and service users and it is therefore necessary that staff respond to changing requirements. Job descriptions and/or work plans will be updated from time to time to meet these changes.

<b>PERSON SPECIFICATION</b>

<b>Required Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Understanding of the third sector, in particular organisations engaged in delivery of health and well-being services.</li> <li>• Understanding of the needs of rural communities, particularly in the field of communications and traditional and on-line media.</li> <li>• Good knowledge of communities within Powys and resources available that can support people to take control of their mental health and achieve what matters to them.</li> <li>• Understanding of and commitment to equality, diversity and inclusion, and understanding of communication needs of people from a diverse range of backgrounds and characteristics.</li> <li>• Understanding of data protection, confidentiality and information sharing protocols.</li> </ul>
<b>Required Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, using marketing communications/media but also verbally and/or in person</li> <li>• Excellent written communication skills, including the writing of articles, briefing documents, reports, analysing data and information and making this attractive to read/digest</li> <li>• Ability to measure outcomes and impact, using dynamic reporting and/or innovative reporting mechanisms</li> <li>• Demonstrate effective working as part of a diverse team, being flexible and supportive of others, sharing skills and knowledge with others</li> <li>• Using own initiative (ability to work without supervision)</li> <li>• Prioritising a demanding workload (ability to perform under pressure) and maintaining a positive and can do attitude</li> <li>• Willingness to take on responsibility (e.g. leadership, problem solving)</li> <li>• Excellent ICT skills, including the use of CRM, database, web management, email marketing, social media, interactive technologies, analytics, analysing information and distilling into clear reports and/or tailoring information to different systems and using for project planning purposes</li> <li>• Welsh Language skills competency level 1 – ‘I can pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person.’</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of working within health information services</li> <li>• Experience of working within health, social care systems</li> <li>• Experience of working within the Third Sector</li> <li>• Welsh language skills above Level 1</li> </ul>

<b>MAIN TERMS &amp; CONDITIONS OF EMPLOYMENT</b>	
<b>Post</b>	Health & Well-being Information Officer - 21 Hours per week (Fixed term to 31st March 2026 but may be continued subject to funding)
<b>Salary</b>	£19,269 (£32,115 pro rata) per annum
<b>Hours of Work</b>	21 hours per week (Actual days of work / work pattern to be negotiated)
<b>Probationary period</b>	The appointment is subject to the satisfactory completion of a period of probationary service of three months.
<b>Car User Status</b>	PAVO pays all relevant travel at the current agreed mileage rate.
<b>Holidays</b>	15 days leave per annum (25 days per annum pro rata)
<b>Pension Scheme</b>	A contribution equal to 6% of salary will be made available to the PAVO Stakeholders Pension or to a Private Pension Scheme
The above are the main terms and conditions applicable to the post. A full statement of the terms and conditions will be issued on appointment.	