

Green Social Prescribing

The ambition of the Humber, Coast and Vale (HCV) Partnership is for everyone in our area to: start well, live well and age well.

This means shifting the focus of our work from picking people up when they fall to helping to prevent them from becoming unwell in the first place and supporting more people to manage their health and wellbeing at home so they can get on with living happy and fulfilling lives.

To do this, we need to look at how we deliver health and social care services working in partnership with other sectors including the VCSE sector, a key partner in delivering transformation of health and wellbeing in our region. Through this ambition, an exciting new position of Smile Health Administrator has been created following the successful national bidding process to be a test and learn site for Green Social Prescribing.

You will be part of a dynamic team, assisting the effective implementation of the Humber Coast and Vale Social Prescribing input across the partnership as well as supporting the Programme Manager and Clinical lead on a day to day basis.

Exceptional administration skills with experience in strong, clear and concise communications are required from the successful candidate. You should have experience taking minutes for meetings at a strategic level and be able to take a lead role in supporting the organisation of this programme.

This is a job for someone who wants to work as an administrator on a project that will see change come to life in communities, help charities and community movements to be highlighted and maximised for those with physical and mental health needs. This will be an exciting opportunity to help celebrate *the stunning East Yorkshire coastlines, to the inner city gardens in Hull and Lincolnshire and historic backdrops like York, here in Humber Coast and Vale.*

If you believe you can help support our goal for our region to be a catalyst for Green Social Prescribing then please submit your CV and a covering letter to recruitment@heysmilefoundation.org

For any informal enquiries about the role, please contact vw@heysmilefoundation.org

The closing date is midnight on Sunday 2nd May.

Interviews will take place on Monday 10th May.

Organisational Lead for The Green Social Prescribing project - HEY Smile Foundation

There has never been a more exciting time to join the HEY Smile Foundation team. Our work spans across the Voluntary, Community and Social Enterprise Sector (VCSE), as well as connecting opportunities with the private and public sector.

We are connected, joining assets to community knowledge, creativity and inspiration. We are helping VCSE organisations of all shapes and sizes be heard and play a part in solutions, not just highlight community problems.

We have grown significantly in the last 11 years but are still agile enough to respond to the community's need, not prescribe the same methodology *'because that's what has always been done'*.

Sustainable in our own right, whilst developing others, we have ensured we had one eye on our own platform, securing our own assets to be masters of our own destiny, focusing on the Wow not just the Woe within our communities.

HEY Smile Foundation is a proactive member of the [Humber Coast and Vale Integrated Care Service](#) VCSE board. Through this work we are delighted to have secured one of the 7 test and learn sites for [Green Social Prescribing](#) for 2021/22. <https://www.gov.uk/government/news/new-sites-to-test-how-connecting-people-with-nature-can-improve-mental-health>

Role Profile

1. **Job title:** Smile Health Administrator
- Location:** HEY Smile Foundation / Remote Working
- Reports to (Job Title):** Head of Smile Health
- Salary scale:** £18,800 to £21,000 pro rata
- Working Hours:** 30 hours per week
- Contract Duration:** 1 year fixed term with the potential to extend
- Closing date:** Midnight on Sunday 2th May 2021
- Interview date:** Monday 10th May 2021

2. Purpose:

To support the administration of the Green Social Prescribing Programme

3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation Vision, Mission and Values.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination) through the HEY Smile Foundations work.
- Continually develop your skills to meet the needs of our evolving organisation.
- Be agile in your working, continually developing our processes and ensuring best practice
- Continue to help position Smile as the 'Go To' Charity in Hull and East Yorkshire.
- Support the development of financial case studies and impact reports, to ensure we are displaying our value to key stakeholders.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and initiatives
- Undertake all other reasonable requests made via the CEO and Heads of Department.

4. Key role responsibilities

- Provide a first point of contact for all queries and questions about the Green Social Prescribing Programme
- Day to day management of the meetings and appointments relating to the Green Social Prescribing Programme

- To organise and minute the Green Social Prescribing steering group
- To organise and administer the grants process for the Green Social Prescribing Programme
- Provide administrative support specific to individual projects and events
- Support the production of reporting in conjunction with the Head of Department and Programme Manager
- To provide communications support for the project, including circulating information and assisting with content for social media

5. Decisions that the job holder typically makes may cover the following areas:

- (Resource management) How to maximise resources efficiently
- (Development of skills) Training requirements focussing on the continual development of systems and processes
- (Time management) Prioritisation of your own time to meet outcomes
- Escalation of work to Heads of Department

6. Outcomes based

HEY Smile are working towards being outcomes focused. There is a lot of learning and development still to be concluded, but with this in mind your contracted hours are 30 per week. You will be asked to attend on and offline meetings weekly with your line manager and colleagues setting agreed outcomes for the period. However the way in which you distribute these hours across your working week is flexible, and strong communication with your Head of Department is key.

7. Knowledge, skills and experience required by the job holder:

Taking on a role with Smile you will be seen as a leader in the East Riding voluntary, community and social enterprise sector, delivering capacity and capability support. You will form part of a team of experts, who share their skills and expertise alongside our partners across the private, public and voluntary sector, maximising resources for our inspiring communities.

| Essential | Assessment |
|--|-------------------------------|
| Self-motivated and able to work under own initiative. | Cover letter/CV and interview |
| Ability to manage own priorities and manage own workload to agreed deadlines and quality standards. | Cover letter/CV and interview |
| Excellent attention to detail | Cover letter/CV and interview |
| Experience and knowledge of taking minutes and providing administration for committees | Cover letter/CV and interview |
| Good general IT skills, in addition be able to professionally operate meetings via, Zoom, Microsoft Teams and Skype. | Cover letter/CV and interview |
| Desirable | Assessment |

Smile Health Administrator



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| Administration and/or business qualification | Cover letter/CV and interview |
| Experience of working with NHS and/or Charities | Cover letter/CV and interview |
| Experience in working in administration within a communications team | Cover letter/CV and interview |

Although HEY Smile Foundation offers flexible working, the place of work will remain HEY Smile Head Quarters, Queens Gardens, Dock Street, Hull, HU1 3AE. **Parking is not available*

Please get in touch if you would like to have an informal conversation to find out more. We'd love to hear from you. Please contact:

Victoria Winterton
Head of Smile Health
vw@heysmilefoundation.org
07496449726

To apply for this role, please e-mail your CV with a covering letter/e-mail to recruitment@heysmilefoundation.org

This document is written to summarise the key responsibilities of the job holder. It is not intended to be exhaustive and the job holder may be required to do more than is listed here within reasonable parameters. Document date: April 2021