

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 14 years but are still agile enough to respond to the community's needs, not prescribe the same methodology *'because that's what has always been done'*.

We are sustainable in our own right. Whilst developing others, we have ensured we had one eye on our own platform, securing £3m in assets and generating an average of £800k turnover a year in earned income to be masters of our own destiny and focus on the Wow not Woe in our communities across Hull, the East Riding and the wider Integrated Care System region.

A key function of our work is our Smile Health stream, linking the voluntary sector with healthcare pathways to get the best outcomes.

With support from the National Lottery's Community Fund we are embarking on an exciting three year project that will see us take the lead on Growing Green and Blue Health across Humber and North Yorkshire.

Accessing green (outdoors and in-nature) and blue (on or near water) environments has proven benefits for our health and wellbeing, and the VCSE sector is key in making these connections happen. In Growing Green and Blue Health, we will work alongside the rich diversity of VCSE organisations across the region delivering outdoors and in-nature activities, identifying their support needs and developing a programme of training and upskilling that builds a more resilient sector, better able to accept referrals through healthcare pathways and with a strong voice in healthcare decision making within communities.

To deliver and co-ordinate this project on the ground we are recruiting a Project Officer (Growing Green and Blue Health).

The role will report to, and be supported by, our Programme Manager (Green Social Prescribing). This is an exciting opportunity for someone passionate about the power of green and blue health opportunities and supporting VCSE development to deliver strong health and wellbeing outcomes for communities.

## Role Profile

- 1. Job title:** Project Officer (Growing Green and Blue Health)
- Location:** HEY Smile Foundation / Remote Working
- Reports to (Job Title):** Programme Manager (Green Social Prescribing)
- Salary scale:** £25,000 pro rata
- Working Hours:** 37.5 hours per week (part time considered)
- Contract Duration:** Fixed term until end December 2025.
- Closing date:** Midnight on Sunday 19<sup>th</sup> February 2023.
- Interviews:** Friday 10<sup>th</sup> March 2023.
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**2. Purpose:**

To deliver the Growing Green and Blue Health project funded through the National Lottery's Community Fund. The project will engage with the vast array of VCSE organisations delivering outdoors and in-nature activities across Humber and North Yorkshire, identify their needs in supporting health and wellbeing outcomes and work collaboratively to develop a programme of support, training and upskilling to increase referrals from healthcare pathways.

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**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.
- Listen to community needs, and work within a team to create co-developed solutions, ensuring education, development and investment is not done too but done with communities.
- Be agile in your working, continually developing your skills to meet the needs of our evolving communities.
- Develop case studies, stories and impact reports to ensure we are displaying our value.
- 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 your Line Manager, Heads of Department or CEO.

**4. Key role responsibilities**

- Day-to-day delivery of the Growing Green and Blue Health project.
- To build a supportive and trusting relationship with VCSE providers of outdoor and in-nature activities in Humber and North Yorkshire.
- Understand their development needs, facilitate and provide the support to improve their capacity to support health and wellbeing referrals.
- To raise the profile of these VCSE groups and support a culture of partnership working.
- Improve community-led project planning to ensure activities are safe and appropriately resourced.

- Co-ordinate the collection of data and reporting as set out in the National Lottery Community Fund's grant agreement.
- Management of the meetings, appointments and administration relating to the Growing Green and Blue Health project delivery.
- Provide strong representation of the VCSE within cross-sector partnership meetings.
- Lead on communications work through social media, e-newsletters and case studies.
- Organise and support the delivery of training sessions and skills development, both online and in person, developed through the project.
- Liaise with partners and stakeholders with regards to programme delivery and outputs.
- Foster strong and workable relationships between partners.
- Report regularly on progress to the Programme Manager (Green Social Prescribing).

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

- Time Management: prioritises actions and own time to deliver desired outcomes.
- Resource Management: identify and improve the resources needed to support the VCSE.
- Project Management: support co-produced actions and track progress.
- Budget Management: Follow finance processes.
- Development of Skills: Identify training for continual professional development.
- GDPR and Safeguarding responsibility.
- 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 37.5 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 Line Manager 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 region's 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
Strong project management skills, with the ability to remain focused on outcomes, and able to maximise a wide range of skill sets.	Cover letter/CV and interview
Ability to form and maintain proactive relationships with cross sector organisations to achieve goals.	Cover letter/CV and interview
Ability to write concise reports, case studies and blogs to fulfil funder requirements and communicate outcomes across complex systems.	Cover letter/CV and interview
Self-motivated and able to work under own initiative.	Cover letter/CV and interview
Ability to manage own priorities and workload to agreed deadlines and quality standards.	Cover letter/CV and interview
Excellent attention to detail.	Cover letter/CV and interview

Strong communication skills, both written and verbal, with the confidence to work alongside a wide range of partners and stakeholders.	Cover letter/CV and interview
A good understanding of Green Social Prescribing and its benefits in supporting mental and physical wellbeing.	Cover letter/CV and interview
Experience of working with, or alongside, healthcare systems, the VCSE sector or outdoor-based activity providers.	Cover letter/CV and interview
Good general IT skills in Microsoft Office, alongside being able to professionally operate meetings via, Zoom and Microsoft Teams.	Cover letter/CV and interview
<b>Desirable</b>	<b>Assessment</b>
Experience of community development.	Cover letter/CV and interview
Ability to manage budgets and financial reporting.	Cover letter/CV and interview
Bid writing skills, with evidence of securing funding.	Cover letter/CV and interview

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Due to the size of the project area, you must have a full driving license and access to a car.

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

Should you feel you require reasonable adjustments through the recruitment phase or any subsequent employment, please feel free to raise these via the most appropriate means.

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:

Anthony Hurd  
 Programme Manager (Green Social Prescribing)  
[ah@heysmilefoundation.org](mailto:ah@heysmilefoundation.org)  
 07874 865284

To apply for this role, please e-mail your CV with a covering letter to [recruitment@heysmilefoundation.org](mailto: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: December 2022.