Smile foundation



Growing Green and Blue Health

Development Officer

Recruitment Pack

Note from our CEO

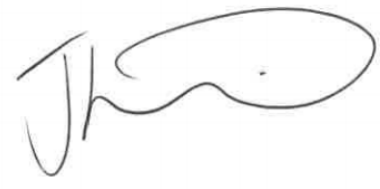
Thank you for your interest in joining the HEY Smile Foundation. We're delighted that you're considering becoming part of a team that's passionate about making a real and lasting difference in communities across the region.

At Smile, we exist to support and strengthen the incredible voluntary, community, and social enterprise (VCSE) sector that forms the backbone of local life. Our role is to work alongside community leaders, volunteers, and organisations of all sizes, helping them to thrive, grow, and deliver lasting impact. Whether it's through capacity building, governance support, strategic partnerships, or investment in grassroots ideas, we're here to amplify the work of those already doing brilliant things.

We don't deliver services for communities; we work with them. Our team believes that sustainable change happens when people are empowered to lead that change themselves, and that belief runs through everything we do. From supporting community buildings and local networks to helping deliver major health and wellbeing programmes, we focus on collaboration, trust, and meaningful relationships.

We're proud to be a values-led organisation. We are impact driven, ensuring that everything we do delivers meaningful outcomes. We believe in the power of collaboration, working in partnership to strengthen community voices. We act with generosity, sharing our time, resources, and knowledge freely. And above all, we operate with integrity, always putting communities first and doing what we say we will.

If you're someone who shares these values and wants to play a role in supporting stronger, more connected communities, we'd love to hear from you. This isn't just a job it's an opportunity to help shape the future of the places we care about most.



Jamie Lewis MBE
Chief Executive, HEY Smile Foundation



Smile Values

Our values are fundamental to how we work, lead and assess our contribution as individuals and as a charity. The Head of Operations will model these values and embed them in management practice and organisational culture.

- **Impact-driven:**

  We focus on achieving meaningful and sustainable outcomes, prioritising our work to ensure tangible and positive impact on the communities we support.

- **Collaborative:**

  We promote diverse partnerships with organisations, stakeholders, and community groups, using innovative and generous means to share and maximise resources, knowledge, and expertise for a wide-reaching impact.

- **Generous:**

  We support colleagues, partners, and communities to become confident, professional, and self-sufficient. Providing them with the time, care, education, and opportunities they need to thrive.

- **Integrity:**

  Honesty, transparency, accountability, and kindness. Integrity is the golden thread that runs through everything Smile does every day.

About Growing Green and Blue Health Project

The Growing Green and Blue Health Development Officer works with people and communities in East Yorkshire, especially those who face the biggest challenges in accessing nature. The role focuses on helping people take part in nature-based activities in ways that improve their health and wellbeing whilst promoting environmental sustainability.

This is a community-focused role where you build strong, trusting relationships with local people, organisations, and partners. You will listen to communities, understand their needs, and work with them to design and deliver activities that feel relevant, welcoming, and accessible.

A core part of the role is supporting a series of 12-week programmes of nature-based activities. You will help people feel comfortable joining in, build their confidence, and support them to stay involved over time. You will also help identify and support local "Champions" who can continue encouraging others and keep the work going in the long term.

You will act as a facilitator, working alongside communities to empower people, build on their strengths, and help them feel more connected to nature and to each other.

Overall, the role is about helping to create stronger, more confident communities where people feel able to improve their own wellbeing and take positive action for both themselves and the environment.



Role Profile

Role Title:
Growing Green and Blue Health Development Officer

Reports to:
Programme Manager

Salary:
£27,000

Working Hours:
37.5 hours per week. Flexible / Hybrid

Location:
Smile operational bases, with travel as required; contractual base to be confirmed

Annual Leave:
25 days. Annual leave year starts on 1st January.

Contract Duration:
Fixed term until 31st March 2029

This role is funded by The National Lottery Community Fund as part of HEY Smile Foundation's Growing Green and Blue Health programme.



Key Role Responsibilities

Engage and Support Local Communities: Develop strong relationships with individuals, groups, and communities affected by poverty, disadvantage, poor health, caring responsibilities, discrimination, or exclusion from traditional pathways into health and nature-based activity.

Develop strong partnerships and referral pathways with community leaders, local organisations and services to reach seldom-heard groups, avoid duplication and strengthen joined-up local delivery.

Gather community insight and support co-production by listening to residents, identifying barriers and priorities, and helping design accessible, inclusive and locally relevant nature-based activities.

Coordinate and deliver the 12-week nature-based activity programme in collaboration with partners, ensuring participants feel welcomed, supported and able to engage throughout.

Support participant progression by helping people build confidence, overcome barriers, sustain engagement and move towards longer-term involvement or independence.

Identify, recruit and support community Champions through training, buddying, mentoring and ongoing guidance to encourage wider community participation and long-term impact.

Champion inclusion, equity and asset-based approaches by ensuring marginalised voices are heard and activities are safe, welcoming and empowering.

Work closely with the wider Smile Foundation team

Represent the organisation positively at meetings, events and networks, modelling its values and supporting wider strategic goals.

Person Specification

Essential Knowledge & Experience

Strong understanding of:

- Health, community and environmental benefits of nature-based activities
- Community Engagement
- Facilitation and Group Work Skills
- The role and diversity of the VCSE sector
- Equality, Diversity, and Inclusion

Essential Skills & Abilities

- Ability to influence, support and challenge partner organisations appropriately
- Strong professional judgement and credibility with partners
- Ability to balance support with accountability
- Excellent relationship-building and partnership skills
- Strong organisational and coordination skills
- Good IT Literacy and record keeping skills.

Personal Qualities

- Credible and confident practitioner
- Collaborative but able to provide constructive challenge
- Solution-focused and pragmatic
- Resilient and comfortable working in complexity
- Committed to improving outcomes through prevention
- Strong communication skills.

Desirable Criteria

- Experience of working in and delivering activities in outdoor spaces
- Knowledge of East Riding VCSE landscape
- Experience supporting community development

Other Requirements

- Ability to travel across localities
- Flexibility to meet the needs and demands of the community

Safer Recruitment

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to make sure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- We will always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.

- We are committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy they are applying for.

- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates who declare disabilities to start working or volunteering with us.

- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.

- As an organisation committed to safeguarding, we will ensure all under 18s joining the organisation have ongoing risk assessments to make sure their role and activities are safe and appropriate.

- All documentation relating to candidates will be treated confidentially in accordance with GDPR legislation.



Address: HEY Smile Foundation, C/O Gosschalks,
61 Queens Gardens, Dock Street, Hull, HU1 3AE

Telephone: 01482 590270

Email: hello@heysmilefoundation.org

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