



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council Job Description:

Job Title: Feel Good Suffolk Advisor

Main Purpose Of Job

To provide operational support and delivery of the Councils Feel Good Suffolk programme.

Main Duties

1. Provide triage and assessment of clients accessing the Feel Good Suffolk (FGS) service in your locality, and deliver behaviour change interventions and techniques based around Physical Activity, Smoking Cessation, and Weight Management as required.
2. Motivate and empower clients to make behaviour changes, conducting 'what matters to me' assessments to approach the client's health holistically, and supporting clients to identify modifiable factors which may be affecting or posing a risk to their health, creating a personal action plan to make changes which can improve their health.
3. Using Health Coaching techniques deliver face-to-face, digital, and over the phone 1:1 and group interventions.
4. Deliver group and 1:1 smoking cessation support to clients as required, including coordinating the use of Nicotine Replacement Therapy (NRT) where necessary and delivering sessions using a Cognitive Behavioural Therapy (CBT) approach.
5. Deliver group and 1:1 physical activity sessions (Exercise on Referral) providing clear instructions offering guidance and encouragement to all participants.
6. Deliver group and 1:1 Adult Weight Management sessions providing clear instructions offering guidance and encouragement to all participants.
7. Work closely and forge strong links with partners across the locality at place and neighbourhood level to refer and signpost the client to ensure suitable support is provided, including but not limited to local authorities, the integrated care board and primary/secondary care, leisure providers, and Voluntary, Community, Faith, and Social Enterprise organisations (VCFSE).
8. Complete 'touch point' assessments and evaluations of clients to monitor their progress, recording the data in a case management system and reporting on outcomes as required.
9. Contribute to the measurement of change and improvement in health behaviours using relevant outcome measures.
10. Equip people with the knowledge, skills and confidence to access information and support via a digital front door where they can find resources and information to self-manage their health behaviours.
11. Undertake training and development opportunities to ensure continual professional development and to boost the Feel Good Suffolk provision.
12. Work closely with colleagues across the county as part of the Feel Good Suffolk team to ensure collaborative and efficient working, and equity for residents accessing services.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



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PERSON SPECIFICATION

Job Title: Feel Good Suffolk Advisor

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>Knowledge/Qualifications</p>	<ul style="list-style-type: none"> • Strong understanding of wider health determinants and strengths and barriers faced by residents in your locality • Experience of supporting people to access local services • Working with individuals from a variety of backgrounds with differing level of support systems and needs • Strong knowledge of the local area and provision around health including VCFSE and Leisure organisations, and community provision • Managing working relationships and confident to network and make new contacts • Understanding of referral, triage, and assessment processes • Experience in building personalised action plans • Broad range of knowledge on health and wellbeing issues • Educated to GCSE level graded C (or equivalent) in English and Maths • Level 3 Exercise Referral Qualification 	<ul style="list-style-type: none"> • Relevant health coaching qualification or an accredited health coaching skills programme. • NCSCT Smoking Cessation qualifications 'Assessment of core knowledge and key practice skills' and 'Behavioural Support' (equivalent to Level 1 and 2 NCSCT Smoking Cessation qualification) or equivalent • Health or community related qualification • Training and experience in Health Coaching • Training in psychological approaches such as motivational interviewing or solution focussed approach • Relevant Level 4 Exercise qualifications 	<p>Application/Interview</p>

<p>Work related experience, skills and competencies</p>	<ul style="list-style-type: none"> • Self-starter who can work independently yet understand contribution to the wider organisation. • Organised and able to work under pressure to tight timescales over a sustained period of time. • Good level of numeracy and literacy • Strong communicator, with proven active listening skills • Able to develop positive, growth focussed relationships • Accurate record keeping and good written English • Proven analytical and assessment skills • Demonstrate reflective practice • Naturally organised and able to simultaneously manage a range of tasks • Good at negotiating and able to problem solve • Proficient in the use of IT, E.g. Microsoft Office • Act as a local ambassador for healthy behaviour change • Working towards key performance indicators and following evaluation processes • Experience using a case management/customer relationship management system 	<ul style="list-style-type: none"> • Proven coaching skills • Knowledge and use of motivational Interviewing techniques • Evidence of working in the following: <ul style="list-style-type: none"> - Third sector - Community development - Health services - Social Care • Practical experience in demonstrating impact and user outcomes • Operated in a similar role, managing a caseload of potentially vulnerable individuals • Previous innovative practice 	<p>Application/Interview</p>
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<p>Personal skills</p>	<ul style="list-style-type: none"> • Self-starter who can work independently yet understand contribution to the wider organisation. • Organised and able to work under pressure to tight timescales over a sustained period of time. • Good level of numeracy and literacy • Strong communicator, with proven active listening skills • Able to develop positive, growth focussed relationships • Accurate record keeping and good written English • Proven analytical and assessment skills • Demonstrate reflective practice • Naturally organised and able to simultaneously manage a range of tasks • Good at negotiating and able to problem solve • Proficient in the use of IT, E.g. Microsoft Office • Act as a local ambassador for healthy behaviour change • A commitment to own development and to supporting training and development initiatives. 	<ul style="list-style-type: none"> • Proven coaching skills • Knowledge and use of motivational Interviewing techniques • Commitment to ongoing personal development • Diplomacy and assertiveness when required • Confident, self-starter and enthusiastic • Fully flexible approach to working • Commitment to co-production principles • Able to grow and develop the role with the direction of the project • Demonstrate empathy and maintain appropriate professional boundaries 	<p>Application/Interview</p>
<p>Special working conditions</p>	<ul style="list-style-type: none"> • Must be mobile / have access to a car to attend face-to-face meetings with clients within the district on a regular basis. • Flexible and willing to work outside of normal working hours. • This post is subject to an enhanced DBS check. 		<p>Application/Interview</p>