

# The Albion Foundation

## Positive Well – Being Worker – Job Specification



**Purpose:** To design, deliver and evaluate a ‘Positive Well-Being’ schools programme and to support campaigns that raise awareness of mental health and well-being.

**Responsible to:** Deputy Director (The Albion Foundation) and / or Director of Operations (Kaleidoscope)

### Duties:

- Designing, developing, delivering and evaluating ‘Positive Well-Being’ programmes for young people in Key Stage 2 to Key Stage 4
- Working across the primary and secondary sector in the Black Country
- Signposting young people to other services as and when appropriate and liaising with a range of agencies and stakeholders
- Publicising and promoting the programme to head teachers and senior leaders
- Being instrumental in forging an operational partnership between The Albion Foundation and Kaleidoscope
- Organising activities to raise awareness of Positive Mental Health and Well-Being that support local and national campaigns
- Fully utilising the brand name ‘West Bromwich Albion Football Club’ to normalise and encourage discussion around mental health concerns
- Contributing to mid-year and year end Premier League monitoring reports or internal evaluations
- Performing administration duties to support programmes. For example, data capture, organising additional activities that add value, preparing resources, keeping records
- Any other duties deemed appropriate by your line manager

### Person Specification

Area	Qualities	Essential	Desirable	Measured
<b>Qualifications</b>	Degree/A Levels or equivalent		✓	Application
	5 GCSEs at grade C or above including Maths and English	✓		Application
	HLTA/Learning Mentor qualification		✓	Application
	Accredited experience of working with young people	✓		Application / Interview
<b>Knowledge</b>	Understanding of safeguarding within educational settings	✓		Interview
	Ability to both support sessions effectively and lead when necessary	✓		Interview
<b>Skills</b>	Able to communicate effectively with a range of people	✓		Application/Interview
	Able to work in both a team and independently	✓		Application/Interview

	Able to encourage, motivate and enthuse young people to participate	✓		Application/Interview
	Excellent organisational skills	✓		Interview
	Basic IT skills to include Microsoft Office products	✓		Application/interview
<b>Experience</b>	A minimum of 2 years' experience working with young people in various settings	✓		Application/Interview
	Commitment to development and willingness to undertake training where necessary	✓		Application/Interview
<b>Personal</b>	Hold a valid driving licence and have access to own transport	✓		Application
	Striving to achieve 'The Albion Foundation's Core Values' (See attached)	✓		Application/Interview