



This is an information request relating to job titles that include 'wellbeing'.

Please include the following information for the following financial years, 2022/23, 2023/24 and 2024/25:

1. Total Number of staff that have 'wellbeing' in their job title. 01/04/2022 – 40
01/04/2023 – 36
01/04/2024 – 33

2. Please include a breakdown of each role with 'wellbeing' in the job title: Please see table below

- Full job title name
- Job description
- Salary range or grade

Note - The breakdown will not match the total number of employees as it contains identifiable characteristics

01/04/2022			
Position Name	Grade Name	Salary from - to	SCP
Health & Wellbeing Manager x 8	Grade 11	£44,539 - £48,587	38 - 42
Wellbeing Instructor x 7	Grade 5	£22,777 - £25,409	8 - 14 (10 & 13 not in use)
Wellbeing Activator x 3	Grade 5	£22,777 - £25,409	8 - 14 (10 & 13 not in use)
Wellbeing Coordinator x 3	Grade 6	£25,409 - £28,371	14 - 20 (16 & 18 not in use)
01/04/2023			
Position Name	Grade Name	Salary from - to	SCP
Health & Wellbeing Manager x 8	Grade 11	£46,464 - £50,512	38 - 42
Wellbeing Instructor x 3	Grade 5	£24,702 - £27,334	8 - 14 (10 & 13 not in use)
Wellbeing Activator x 3	Grade 5	£24,702 - £27,334	8 - 14 (10 & 13 not in use)
Wellbeing Coordinator x 2	Grade 6	£27,344 - £30,296	14 - 20 (16 & 18 not in use)
01/04/2024			
Position Name	Grade Name	Salary from - to	SCP
Health & Wellbeing Manager x 8	Grade 11	£47,754 - £51,802	38 - 42
Wellbeing Activator x 3	Grade 5	£25,992 - £28,624	8 - 14 (10 & 13 not in use)
Wellbeing Coordinator x 2	Grade 6	£28,624 - £31,586	14 - 20 (16 & 18 not in use)

Job specification

Job title:	Health and Wellbeing Manager
Service:	Health Protection and Civil Contingencies
Grade:	G11
Reporting to:	Associate Head of Health Protection and Civil Contingencies

Your job

This role comes under the Health Protection and Civil Contingencies Team, who are responsible for the planning and co-ordination of the council's emergency plans. . As the Health and Wellbeing Manager, you will travel to an identified specialist reception centre and undertake the management of the welfare of those who have been evacuated to the centre as part of an incident; including the volunteers who are working within the centre. You will be part of a team of 8 Health and Wellbeing Managers who will cover the role on a rota basis. You will be on call 1 in 8 weeks, 24/7, from 17:00 hrs on a Friday to 17:00 hrs the following Friday, plus 24 hr periods over the Christmas period. You will only be contacted if there is an incident that requires a reception centre to be operated. During an incident you will liaise directly with the Activation Co-ordinator, who will be your link with the Senior Duty Officer, who is responsible for the council's incident response, and the Forward Incident Officer, who will be at the scene of the incident. They will advise you of any actions required and support you with any queries or issues. There may be occasions when you are asked to relieve a colleague Health and Wellbeing Manager during a prolonged incident.

In this job you will

On an on-going basis you will:

- ◆ Attend regular training, which will provide you with the knowledge and skills to enable you to undertake the tasks within this role.
- ◆ Regularly access the Civil Contingencies SharePoint Site and be familiar with the appropriate plans and information contained within the site and how to use it.
- ◆ Manage the health and wellbeing of evacuees and volunteers/staff in the reception centre as part of the incident.
- ◆ Prepare for and manage any additional support needed by evacuees as part of the incident e.g. urgent replacement of items lost as a result of the incident ie bank cards, work cards etc.
- ◆ Manage and support members of in the Incident Support Team who will be undertaking emotional support work with evacuees in the reception centre.
- ◆ Provide support to the volunteers/staff within the reception centre, as required e.g. arranging transport home at the end of the shift.
- ◆ Work with the Reception Centre Manager (and Site Manager if one is available) to ensure the safety of everyone within the reception centre.
- ◆ Keep an incident log - record accurately all information received and actions taken during the incident, this may be via a Reception Centre Loggist, if one is available.
- ◆ Keep the appropriate personnel advised of any actions or updates as requested.
- ◆ Participate in any debrief sessions following an incident you have been involved with.

- ◆ Liaise with the Associate Head of Health Protection and Civil Contingencies regarding any problems or issues relating to the role outside of an incident, or to recommend improvements to the role.

In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ Excellent interpersonal skills.
- ◆ Experience of working with and supporting vulnerable people.
- ◆ Excellent management skills.
- ◆ Excellent written and verbal communication skills.
- ◆ Good decision making skills in difficult situations.
- ◆ Be highly self-motivated to provide a high standard of service during difficult situations.
- ◆ Available to work during anti-social hours i.e. outside normal working hours, weekends, Bank Holidays etc.
- ◆ Ability to keep a log - record information accurately.
- ◆ Possess good negotiation skills to deal with difficult situations and people as required.
- ◆ Must be able to concentrate and assimilate important information and communicate this to others when under pressure.
- ◆ Must have a current driving licence and access to a road legal vehicle or have the ability to travel to site at short notice

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Staff Deal

Wigan
Council

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed

Donna Hall CBE, Chief Executive

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed

Job specification



Job title: Be Well Activator

Service: Be Well Parks

Grade: G5

Reporting to: Senior Greenspace Officer

Your job

The Be Well Team are committed to support the health and wellbeing of our residents across Wigan to build a borough where people are healthy, active, and happy. The Be Well approach is person centred on providing our residents and communities with the opportunity and support to lead healthy lives, through an extensive and accessible health and wellbeing programme.

As a Be Well Activator in the Council's Parks team, you will work within various settings across the Borough to develop park-based health focused activities and events to support behaviour change and increase health improvement opportunities. You will work within identified communities to reach target audiences to increase participation. You will help coordinate operational delivery to groups and members of the public whilst engaging and developing positive working relationships with local businesses, community groups and key agencies to increase park-based participation.

A key focus of the role will be the recruitment and coordination of volunteers/instructors to support a varied and sustainable model of delivery.

The hours are in accordance with the needs and demands of the service, regular evening and weekend work are part of the requirements of the post. A full driving license and use of a vehicle is essential.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Be responsible for the development and delivery of park-based health improving activities taking place across the product group to support community activation.
- Plan and deliver activities and events across various settings.
- Support the delivery of products across Wigan Council. In doing so consider the age and ability of the service users by adapting communication skills, experience, and training to achieve desired outcomes.
- Deliver all activities in accordance with health and safety operational procedures and risk assessments.
- Organise talks, presentations and promotions to professionals, colleagues and the public.
- Be responsible for coordinating operational delivery to ensure implementation and maintenance of

service standards, objectives and targets that support the delivery of the product. In doing so contributing fully to the business strategy and impact plan.

- Promote health, wellbeing & physical activity and increase awareness of the benefits of being more active, addressing local barriers.
- Be responsible for recording, monitoring, and evaluating data via relevant systems, including producing relevant reports in line with the needs of the programme.
- Demonstrate flexibility to work across Be Well programmes and raise awareness of all Be Well products within the community.
- Transport and organise equipment to/from base as required.
- Ensure you provide a high level of quality and in resolve customer issues in accordance with local policies.
- Recruit, support and line manage volunteers, fee earners and apprentices. Including organising and delivery of staff training where appropriate.
- Contribution to product development and attendance at relevant workshops and internal/external meetings.
- Support in the marketing and promotion of the range of programmes offered within the product area.
- Support with the development of funding bids for the product area.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need

You must be able to demonstrate the following essential requirements:-

- A recognised outdoor sport qualification.
- Current First Aid qualification.
- G.C.S.E. maths and English at grade C or above or equivalent
- Experience of planning, leading and developing a wide variety of physical activity and health sessions with people with varied health and fitness needs.
- Outdoor sport specific experience, including planning programmes, and leading activities.
- Good IT skills and experience of monitoring and evaluation of programmes.
- Ability to design and deliver safe, effective and appropriate physical activity & health programmes/sessions for clients with varied health and fitness requirements – Completing risk assessments and taking into consideration the limitations and implications of different health conditions and associated medications.
- Effective written and oral communication skills
- Effective inter-personal, time management and organisational skills
- Ability to work on own initiative and as part of a team.

Our culture

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#TeamWiganDeal


Together we will


Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will


 Genuinely care for you and your wellbeing.

 Champion a culture that inspires you to thrive.


 Listen and engage with you to bring your ideas to life.


 Celebrate your contribution and support you to reach your goals and aspirations.

I will

 Look after my wellbeing and be kind to myself and others.

 Work with others across #TeamWigan to be courageous, innovative and embrace technology.

 Share my ideas and be accountable for making things happen.

 Own my development and let my passion and positivity shine through.

Job specification



Job title: Wellbeing Co-ordinator - Active Outdoors cycling
Service: Leisure and Wellbeing
Grade: £20,823 – £22,838 per annum
Please note this role is subject to a job evaluation exercise.
Reporting to: Wellbeing Officer - Sports Engagement Team

Your job

Be Well Wigan brings Wigan Council's Leisure and Wellbeing services together to build a borough where people are healthy, active and happy. The Be Well approach is person centred on providing our residents and communities with the opportunity and support to lead healthy lives, through an extensive and accessible health and wellbeing programme.

As a Wellbeing Cycling Co-ordinator, you will work within various settings across the Borough co-ordinating cycle related activities and events to support behaviour change and increase cycle opportunities for all. You will help coordinate operational delivery to groups and members of the public whilst engaging and developing positive working relationships with local schools, businesses, community groups and key agencies to increase cycling participation.

The hours are in accordance with the needs and demands of the service, regular evening and weekend work are part of the requirements of the post. A full driving license and use of a vehicle is essential.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Be responsible for the co-ordination, development and delivery of cycling activities taking place across the product group.
- Plan and deliver cycle rides and events across various settings.
- Be responsible for the basic maintenance and safety of the Active Outdoors fleet of bicycles.
- Support the delivery of products across Wigan Council, with a focus on supporting the wider Active Outdoors programme. In doing so consider the age and ability of the service users by adapting communication skills, experience, and training to achieve desired outcomes.
- Deliver all activities in accordance with health and safety operational procedures and risk assessments.
- Organise talks, presentations and promotions to professionals, colleagues and the public.
- Be responsible for coordinating operational delivery to ensure implementation and maintenance of service standards, objectives and targets that support the delivery of the product. In doing so contributing fully to the business strategy and impact plan.

- Promote health, wellbeing & physical activity and increase awareness of the benefits of being more active, addressing local barriers.
- Be responsible for recording, monitoring and evaluating data via relevant systems, including producing relevant reports in line with the needs of the project.
- Demonstrate flexibility to work across Be Well programmes and raise awareness of all Be Well products within the community.
- Transport and organise equipment to/from base as required.
- Ensure you provide a high level of quality and in resolve customer issues in accordance with local policies.
- Recruit, support and line manage volunteers, fee earners and apprentices. Including organising and delivery of staff training where appropriate.
- Contribute to product development and attendance at relevant workshops and internal/external meetings.
- Support in the marketing and promotion of the range of programmes offered within the product area.
- Support with the development of funding bids for the product area.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need

You must be able to demonstrate the following essential requirements: -

- A recognised Cycle Leader qualification.
- Current First Aid qualification.
- G.C.S.E. maths and English at grade C or above or equivalent
- Experience of planning, leading and developing a wide variety of physical activity and health sessions with people with varied health and fitness needs.
- Cycling specific experience, including planning routes, ride leading and cycle maintenance.
- Good IT skills and experience of promoting, monitoring and evaluating programmes.
- Ability to design and deliver safe, effective and appropriate physical activity & health programmes/sessions for clients with varied health and fitness requirements – Completing risk assessments and taking into consideration the limitations and implications of different health conditions and associated medications.

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Job specification



Job title:	Wellbeing Instructor
Service:	BeWell Wellbeing
Grade:	G5
Reporting to:	Wellbeing Officer/Wellbeing Coordinator
Hours of Work:	based on 37 hours full time

Your job

Be Well Wigan brings Wigan Council's Leisure and Wellbeing services together to build a borough where people are healthy, active and happy. The Be Well approach is person centred on providing our residents and communities with the opportunity and support to lead healthy lives, through an extensive and accessible health and wellbeing programme.

As a Be Well Instructor, you will work within various settings across the Borough delivering a range of Health, Education, Leisure and Wellbeing services. You will support and help coordinate operational delivery to groups and members of the public whilst engaging and developing positive working relationships with local community groups, partners, and key agencies to increase participation levels. You will be required to support high risk/complex participants connecting them with suitable Health, Education, Leisure and Wellbeing and/or other activities in the community.

The hours are in accordance with the needs and demands of the service, regular evening and weekend work are part of the requirements of the post.

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In this job you will

- ◆ Plan and deliver activity sessions considering the age and ability of the service users, provide instruction to groups according to skills, experience and training.
- ◆ Assist and support participants long-term ensuring suitable exit routes are identified.
- ◆ To deliver all sessions in accordance with health and safety operational procedures and risk assessments.
- ◆ Support and mentor volunteers, apprentices, and freelance staff within session delivery.
- ◆ Raise awareness of Health, Education, Leisure & Wellbeing products within the local community and networks.
- ◆ Support talks, presentations and promotions to professionals, colleagues, and customers.
- ◆ Contribute to data collection, monitoring and evaluation systems.
- ◆ Collect and keep a record of activity session fees, where appropriate.

- ◆ Demonstrate flexibility to work across Be Well programmes and raise awareness of all Be Well products within the community.
- ◆ To transport and organise equipment to/from base as required.
- ◆ In keeping with the policies of Wigan Council provide a high level of quality and customer service.
- ◆ Undertake continuing professional and personal development as considered appropriate.
- ◆ To undertake any other duties as requested by management that commensurate with the grade and title of the post.

In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ A recognised fitness qualification equivalent at or above level 2 or a recognised Level 2 sports qualification.
- ◆ A GP Exercise Referral OR a recognised teaching qualification OR Level 2 Rebound Therapy qualification relevant to specific role
- ◆ A current first aid qualification OR ability to successfully obtain within 4 weeks of conditional offer made – Individual will be booked on a course within the 4-week's timeframe
- ◆ Level 2 Food safety certificate OR ability to successfully obtain within 4 weeks of conditional offer made – Individual will be booked on a course within the 4-week's timeframe
- ◆ Understanding of health conditions and the implications when delivering safe, effective, and appropriate physical activity opportunities.
- ◆ Experience of delivering 1-1 and group sessions.
- ◆ Experience of leading physical activity sessions with adults/children with varied health needs
- ◆ Experience of setting up activity opportunities within a variety of different facilities
- ◆ The ability to deliver safe, effective and stimulating activities taking into consideration the limitations of participants abilities.
- ◆ The ability to work within and promote Health and Safety rules, regulations, and guidelines
- ◆ The ability to plan work, manage own time and meet deadlines.
- ◆ The ability to use own initiative and work flexibly as part of a team and in partnership with other agencies
- ◆ The ability to effectively use Information technology skills.
- ◆ Demonstrate effective inter-personal and organisational skills.
- ◆ Demonstrate effective written and oral communication skills
- ◆ Hold a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.
- ◆ The ability to travel / access various locations in and out of the borough

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