

Applicant pack: Health & Wellbeing Practitioner

July 2024



Let's **do better**
for Sheffield's
young people

About us

Sheffield Futures exists to support young people to feel well, have a voice and get into the training, education or work that's right for them.

As you would expect, young people are central to all we do. Whether we are working with other organisations like schools or GP surgeries, planning events at our premises in Star House, seeking funding and even recruiting staff we aim to have a positive impact for young people. That means involving young people wherever possible and ensuring that we listen and give a voice to young people in Sheffield.

All of our services and projects seek to work with young people and adults to have a demonstrable impact against one or more of our goals:

- What we do is clear to those who work for us, with us, use us and fund us
- Our support is developed to include more people who need our help
- We use what we have – our influence, our buildings and our money - responsibly and well
- We are the kind of employer people want to work for

Guiding us are four main values that drive our planning, our work and our growth:



Empowering – We deliver services to bring about measurable impact on the lives of those who need us, advocating for those that have no voice of their own and building their confidence to make positive life choices



Inclusive – We respect the rights, differences and dignity of others, offering a safe, responsive environment for those who work with us and for us



Collaborative – We work in partnership with organisations and individuals to influence local policies; campaign for those we work with; and make sure that the voice of the people that use our service is at the heart of everything we do.



Expert – Using local data and evidence, we understand what we need to do, how to do it and when to improve. We have high standards and expectations of ourselves to do a great job.

You can find out more about our work and the impact we have already had on our website [Homepage - Sheffield Futures](#)

About the role

Our mental health and wellbeing service, Door 43, aims to improve access to emotional, psychological, physical and wider wellbeing interventions for all young people aged 13 - 25, particularly those from vulnerable groups that may experience barriers to accessing support, or who require support through periods of transition.

We are thrilled to have received renewal of funding to deliver this service and are looking to grow our creative and committed team to ensure we can continue to deliver positive outcomes for young people.

Our Health & Wellbeing team deliver support in a variety of ways including through our Wellbeing Café groups, one to one drop ins and more structured one to one support.

Working for Sheffield Futures

The Sheffield Futures team is united by a commitment to young people. From Counsellors to Reception, from Youth Workers to Accounts each of us work to support young people.

Our culture balances professionalism with friendliness – and making sure that we also have time for fun! In line with our organisational values we look to work closely together, sharing expertise and working hard to achieve our goals.

The diversity of our team is hugely important to us, bringing different ideas and perspectives that better help us to support young people.

We're also a learning organisation. Continuous professional & personal development is supported & encouraged. We seek to identify ways to improve and keep moving forward.

Our employee benefits include:

✓ 25 days holiday plus bank holidays (pro rata if part time), rising to 30 days plus Bank Holidays after five years' service

Life Assurance associated with your pension

✓ Employee Assistance Programme

Flexible working: many roles are eligible for flexible working, so staff can adjust the time they start

✓ and finish work to manage work and personal commitments.

Hybrid working: many roles are suitable for hybrid working, meaning staff can work from Star House

✓ and from home. Client-facing staff work in various locations across the city (such as schools and GP surgeries).

Local Sheffield discounts.

✓ Wellbeing benefits: access to Westfield Health; Cycle to Work Scheme; Gym Membership Discount Scheme; free eye test and flu vaccination vouchers

We are proud to be a Disability Confident employer, a Living Wage employer and Mindful Employer.



Job Description

Job Title:	Health & Wellbeing Practitioner x 3
Salary:	£27,502 pa (2024/25)
Hours:	One full time post (37 hours pw) Two half time posts (18.5)
Term:	Permanent
Department/Site Location:	Hybrid Working: Home / Star House
Report To:	Health & Wellbeing Coordinator
Responsible for:	No direct reports however the post holder may be required to supervise volunteers.
Version Date:	July 2024

Job summary:

In this exciting role you will be supporting young people's health and wellbeing ensuring that young people, aged 13-25 receive the right support at the right time.

As part of a team you will deliver a range of activities and support including:

- Our Wellbeing café
- Wellbeing Wednesdays offering one-to-one emotional support
- Managing a caseload giving structured one-to-one support

Ultimately you'll be sharing in our goal to improve the health & wellbeing for young people through early intervention and advocacy.

Key Responsibilities:

Operational

- Deliver a robust and effective programme of supportive engagement, screening, signposting and support for young people.
- Deliver drop in and duty services to young people, building positive, trusting relationships with young people that supports them to engage in appropriate services and specialist interventions as appropriate.
- Holistically screen and assess needs of young people to effectively identify areas where support is required.
- To signpost, refer and supportively bridge young people into appropriate services and partner agency support, ensuring follow up of referrals takes place.

- To support and advise during the young person's transition between services and respond appropriately to young people's needs, liaising and corresponding to all necessary internal and external people and agencies.
- To develop and deliver appropriate activities and groups that support young people's wellbeing.
- To support the development and delivery of creative and interactive interventions with young people that supports their wellbeing.
- To promote and ensure the safeguarding of young people, particularly those who may be classed as vulnerable or at risk of harm.
- To effectively advocate for the needs and rights of young people.
- To maintain professional boundaries at all times.
- Work collaboratively with young people and colleagues to support young people's involvement in the YIACS (Youth Information Advice Counselling and Support) model, ensuring young people's voice and influence is at the heart of the relationship.
- Keep abreast of and work within developments in services, legal / legislative changes and requirements, and good practice relevant to your role.
- Understand, uphold and work within the values of Sheffield Futures and the ethos, aims and objectives of the YIACS model.

Delivery

- To support the service and the organisation to meet commissioned targets and outcomes, including reporting requirements.
- Undertake all necessary administrative tasks such as maintenance of accurate records, database entries, case notes or forms that meet the requirements of the organisation, our stakeholders and legal requirements.
- To build positive and constructive working relationships with both internal and external people and agencies, to support effective pathways and communication between voluntary and statutory sectors.

Communications

- Work effectively alongside and communicate with team members and wider Sheffield Futures employees.
- To communicate with families and carers, in collaboration with young people, to obtain parental consent for those under the age of 16, ensuring a clear explanation of consent and competency guidelines is given.
- To ensure that young people under the age of 16 are Gillick competent where relevant, and understands the issues around sex and sexual health, if providing any information, advice or services around sexual health and wellbeing.
- Promote and positively represent the service internally and externally, communicating its ethos and values.

- Undertake such other duties as reasonably requested by your manager, to support effective team working.

Finance & Resources

- Keep accurate records of expenses / project spend where relevant, including abiding by relevant policies and procedures .

All staff are expected:

- promote equality of opportunity and take every opportunity to eliminate discrimination in their work.
- take reasonable care with regard to him/her/them as well as for any colleagues or visitors who might be affected by any act or failure to act by the post holder in accordance with Health and Safety at Work.
- Ensure that confidentiality around service users and staff members is maintained at all times.
- to attend from time to time, training courses, conferences, and other meetings.

Please note:

- The nature of the work may involve working inconvenient hours outside the normal working week, including occasional working at weekends.
- This post is suitable for Hybrid working which means an element of home working can be included within the working week
- Delivery may include working from a range of venues as well as in Star House.
- This job description is not inflexible. It is an outline and account of the main duties of the post at the time of writing and does not form part of the contract of employment. It will be reviewed periodically and amended following consultation between the employee and immediate manager.

Person Specification – Health & Wellbeing Practitioner

The person specification sets out experience and skills that are needed for the post.

Assessment stages for each of the criteria is indicated below.

A = application stage, I = interview, and T = task stage.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Experience of engaging and working with young people. (A, I) 	<ul style="list-style-type: none"> Experience of working therapeutically with young people. (A) Experience of using Cognitive Behaviour Therapy skills and techniques with young people, supporting effective change. (A) Experience of multi-agency working to ensure young people's needs are met. (A)
Qualifications and knowledge	<ul style="list-style-type: none"> Qualified to Level 3 or above in youth, health or social care related discipline, or equivalent. (A) Knowledge of the issues facing young people, vulnerabilities and presenting issues. (A, I, T) Good knowledge of neurodivergent conditions and the potential impact on health & wellbeing Knowledge of safeguarding and referral processes. (I, T) 	<ul style="list-style-type: none"> Youth work qualification. (A) Qualifications or training in mental Knowledge of approaches, tools and techniques that support young people's emotional wellbeing. (I) Knowledge of mental health support and resources within the Sheffield area. (A) Knowledge of Adverse Childhood Experiences (ACEs) health. (A)

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	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to communicate with young people in plain, jargon free language. (I) • Demonstrable strong organisational and time management skills. (I) • Excellent IT skills and knowledge of Microsoft office programmes (A) • The ability to communicate clearly both verbally and in writing with professionals and colleagues. (A, I) • The ability to capture information for reporting purposes. (A) 	
Special Aptitudes/Ability	<ul style="list-style-type: none"> • Ability to engage with and empower young people to overcome challenges. (A, I) • Able to see the potential in individual young people. (I) • Flexible and adaptable. (I) • Commitment to delivering high quality services that meet the highest standards of care. (I, T) • Resourceful, resilient and determined attitude. (I) 	

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	Essential	Desirable
	<ul style="list-style-type: none">Shares in the values and ethos of Sheffield Futures. (I)	