

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	Workforce Wellbeing
Job Title:	Workforce Wellbeing Coordinator
Reports to:	Wellbeing Manager
Grade	S02
Date of compilation:	July 2023

ROLE SUMMARY:

The Workforce Wellbeing Coordinator will be responsible for developing and leading an Employee Health and Wellbeing Strategy across the Luminate Education Group, building on and sharing best practice within each setting. The post will be located within the Student Life Directorate Wellbeing team, to align emerging workforce strategies with whole organisational approaches to mental health and wellbeing. Which are at the heart of government strategies for promoting and supporting mental health and wellbeing in schools and colleges.

The post holder will work in partnership with Learning and Organisational Development, Human Resources and key wellbeing leads across the Luminate Education Group.

SPECIFIC ROLE RESPONSIBILITIES:

1. Develop and embed the Employee Health and Wellbeing Strategy across the group drawing on the sector evidence base and aligning with whole school / college approaches to mental health and wellbeing
2. Work with Human Resources and the Learning and Organisational Development teams to assist in the development of and to review policies, procedures and practices which promote staff wellbeing
3. Work with the Wellbeing Manager to create a holistic approach to wellbeing and driving an inclusive, trauma informed and relational culture
4. Lead, co-ordinate and embed a Health and Wellbeing Champions network
5. Coordinate a programme of wellbeing events during the year focusing on the Four Pillar Approach of wellbeing and working with experts and other internal and external contributors and influencers

6. Promote wellbeing initiatives for staff across the group and consider how staff can be empowered to practice self-care.
7. Implement methods to measure and monitor staff wellbeing and the impact of interventions
8. Keep up to date with local and national wellbeing agendas and attending external meetings
9. Provide quarterly impact, monitoring and implementation reports which contribute to performance review cycles.]

CORE RESPONSIBILITIES:

10. Establish a Luminate Education Group staff wellbeing forum to develop and drive key actions and communications
11. Instigate and participate in working groups and projects across the Luminate Education Group
12. Provide specialist advice and recommendations to departments and directorates about how to support staff wellbeing at work
13. Represent staff wellbeing on key committee and working groups such as the Health and Safety Committee, staff survey consultation group, collating and reporting on relevant data advising the committee on staff-related matters
14. Engage with staff voice in a variety of ways including pulse surveys, deep listening and appreciative inquiry to identify what works for wellbeing and develop and grow this demonstrating responsiveness to feedback
15. Oversee staff voice and listening activities to develop wellbeing approaches co-produced with staff and engage with trade union representatives around wellbeing issues
16. Work with the Learning and Organisational Development team to ensure that a full training and development plans for staff members and teams are in place around health and wellbeing, including Mental Health First Aiders and training for managers on how to support their teams wellbeing]

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Workforce Wellbeing Coordinator
Department	Student Life Directorate

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Degree or significant experience in a relevant subject around health and wellbeing	A/C
E	Q2. Appropriate professional qualification or portfolio demonstrating significant experience of training coordination and delivery within a wellbeing context.	A/C
E	Q3. English and Maths at Level 2 or equivalent	A/C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1.Previous experience in a relevant field or role such as occupational health and safety, public health or wellbeing support. This could be part of a wider role where staff wellbeing or supporting the wellbeing of a population other than staff;	A / I

E	EK2. A demonstrable understanding of the range of issues that can affect wellbeing and stress management in the workplace, and a proven track record of promoting a diverse and inclusive working environment;	A / I / P
E	EK3. Experience of communicating and promoting collaboration in and across complex organisations using a range of methods including in person and digital	I
E	EK4. Experience of engaging and influencing others to achieve improved outcomes and matrix leadership skills	A / I
E	EK5. Experience of planning and coordinating events including reporting attendance and evaluation of feedback	I
E	EK6. Excellent communication skills and the ability to produce and present performance reports and recommendations	A / I / P
D	EK7. Experience of carrying out audit and quality assurance of wellbeing interventions measuring impact	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. A strong interest and knowledge of health and wellbeing strategies, approaches and interventions and their application in the education sector	A / I / P
E	SC2.Strong interpersonal skills, with the ability to engage, build and sustain relationships across a wide range of stakeholders	A/ I
E	SC3. Strong communication skills with a proven ability to formulate and communicate key messages both orally and in writing, and with a demonstrable passion for staff wellbeing	I / P
E	SC4. Able to generate new ideas and recommendations for change based on evidence,	I

	strong analytical and problem-solving skills, developing and testing solutions that may not be obvious.	
E	SC5. Strong time management, ability to work under pressure and to deadlines	A / I
E	SC6. Initiative, self-motivation and the ability to persuade, influence and motivate others.	I
E	SC7. A willingness to work flexibly both independently and as part of a team	I
E	SC8. Emotional intelligence, an ability to develop effective, resilient relationships with students, college staff and other stakeholders	I
D	SC9. Understanding of management information systems, record keeping and use of management information in developing and generating reports	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I