

Job Description

Job Title:	Health & Wellbeing Volunteer Lead
Responsible to:	Head of Capacity Building & Volunteering
Salary:	£39,490 (pro-rata if not full-time)
Hours:	28 or 35 hours (4 or 5 days per week)
Length of Contract:	6-month fixed term contract (potentially extended by 4 months)

About us

At Bexley Voluntary Services Council (BVSC) you will find a team who are absolutely committed to supporting a strong, sustainable, and influential voluntary and community sector that can make a positive impact on people's lives in Bexley.

We work hard, we help each other and go out of our way to help others and find solutions rather than focusing on problems. We are positive and proactive and, although absolutely focused on our areas of expertise, we work as a team so that BVSC is the best it can be. **Above all, everything we do is to strengthen our local Voluntary and Community Sector (VCS).**

We are looking for a dynamic and strategic individual to lead the growth of our Bexley Buddies pilot. We are looking for someone with a track-record of establishing cross-sector relationships, who can design a programme and implement processes to enable Bexley Buddies to become a sustainable volunteer led initiative that supports addressing non-medical needs within GP Practices. The programme will aim to ease the pressure on NHS staff by focusing on areas where volunteers can make a real impact, such as enhancing patient wellbeing and creating support networks and groups within the community.

You will work closely with the local community, GP practices and NHS Partners to co-design volunteer opportunities that respond directly to patient needs, with a focus on reducing health inequalities.

Applicants are invited to apply for the role on a 28 hours/4 days per week, or 35 hours/5 days per week basis.

Key Duties:

- Develop and implement a strategy to expand and deliver the 'Bexley Buddies' programme into 20+ GP surgeries across Bexley, delivering against Community Connect and NHS health and wellbeing objectives.
- Design a stakeholder engagement strategy to recruit and on-board GP surgeries into the programme.
- Continually evaluate and identify ways to strengthen the programme based on the changing needs of residents, GPs and the NHS, adjusting delivery models to increase effectiveness and impact.
- Develop and implement effective communication strategies to raise awareness about the programme and its benefits.
- Manage relationships with GPs, ICBs and other external stakeholders, maintaining a close working relationship with BVSCs Head of Health and Wellbeing.
- Support BVSC in guiding and delivering cross-organisational and cross-sector health and wellbeing programmes.
- Support BVSC's role in delivering initiatives that engage residents with long-term conditions, working closely with Health & Wellbeing Coaches and identifying opportunities for shared learning and collaboration.
- Lead a team to support underserved communities and NHS patients in co-creating volunteer-led initiatives that address local health priorities and non-medical needs (e.g. companionship, appointment support, service access, peer groups).
- Support, facilitate and empower volunteers to deliver activities and/or services via GP surgeries.
- Coach and support a team to adopt best practice in volunteer management and engagement, providing a seamless volunteer journey that upskills, values, recognises and retains those volunteers engaging with the programme.
- Oversee and manage all safeguarding and risk assessment processes related to programme delivery.
- Establish and embed a framework to monitor outputs and outcomes of the programme, collating data from GP surgeries, volunteers and services users.
- Identifying and build relationships with peers working across similar programmes, sharing good practice and solutions to navigate challenges.
- To lead, support and develop the Health & Wellbeing Volunteer programme staff, holding regular 121s, managing and monitoring line reports performance against objectives.

- Uphold all BVSC policies and procedures, including safeguarding, GDPR and equality standard and actively contribute to internal meetings, training and cross departmental collaboration.

While the duties outlined reflect the core responsibilities of the role, we expect all staff to be flexible and willing to take on other tasks as needed to support the smooth running of the service.

Please note that the base for this role is at the Engine House, Bexley, however as this is a community focused position, you will be expected to travel across the borough and work in various locations as required.

Please submit your application and our monitoring form by 9am Wednesday 18th June 2025 to info@bvsc.co.uk

You will be advised if you are shortlisted and informed of the interview details which will take place Thursday 26th June 2025. If you have not heard from us by Monday 23rd June 2025, please assume your application was not successful, we are unable to provide feedback on applications which are not shortlisted.

Person specification

Essential Experience, Knowledge and Skills

- Proven track record of designing and delivering community health or wellbeing initiatives.
- Experience of partnership working with the NHS, voluntary sector and/or local authorities.
- Strong knowledge of volunteer management best practices.
- Proven experience facilitating group discussions and activities, with the ability to navigate diverse personalities, manage challenging behaviours, and maintain positive group dynamics.
- Knowledge and experience of embedding project or programme management tools.
- Excellent communication, coaching and stakeholder engagement skills, with the ability to influence others.

- Experience in team leadership and performance management.
- A creative problem solver and able to prioritise a varied workload, managing conflicting priorities to meet deadlines.
- Ability to develop strategic plans and lead successful implementation.
- Experience in developing and implementing monitoring and evaluation frameworks to measure programme outputs and outcomes.
- Access to a bike or car to be able to travel freely in across the Borough of Bexley in a time-efficient way.

Desirable

- Understanding of social prescribing or community-based health interventions.
- Experience working with underserved or marginalised communities.