

## Recruitment Pack

### About BVSC

Bexley Voluntary Service Council (BVSC) has been supporting the local Voluntary and Community Sector (VCS) in Bexley for over 60 years. Throughout this time, BVSC has continually evolved in response to local need, sector challenges and wider changes in public policy. Today, BVSC plays a central role in strengthening the local voluntary sector, connecting organisations, amplifying community voice and enabling organisations across Bexley to be resilient, connected, and able to provide high-quality, impactful services to residents.

Diversity, equity, and inclusion are central to our culture; a diverse workforce strengthens our ability to support communities effectively and deliver high-quality services across the voluntary sector. We recognise that diversity spans many aspects of identity, and we are committed to fostering a workplace that is increasingly inclusive and equitable, where everyone feels heard, respected, and valued. We are also committed to promoting safe and responsible practice across our work and expect all staff, volunteers, and partners to uphold these standards.

### Our Values

- **Inclusivity:** We value our differences and work well together because of them.
- **Accountability (& Integrity):** We are committed and deliver effective solutions.
- **People (Respect & Supportive):** We care about the happiness and wellbeing of each other.
- **Communication:** We communicate clearly and respectfully fostering trust and collaboration.
- **Creativity:** We continually seek to improve how we work to achieve the best outcome.

### Why Work for Us

- Hybrid working
- Additional Birthday Day off
- Flexitime and TOIL
- Pension employer contribution 6%
- Two volunteering days (pro rata)
- 25 days annual leave (plus bank holidays)
- Access to the Blue Light Card
- Ongoing training and professional development opportunities
- A positive, inclusive team culture where your ideas are valued
- Enhanced maternity/paternity pay
- Employee Assistance Programme

## **Job Description**

Post: Children and Young Person Community Wellbeing Coordinator

Responsible to: Community Connect Team Lead

Salary: £32,770 (inc OLV) + 6% pension contribution (possible pay award pending April 2026)

Hours: 35 hours across 5 days

Contract: 5-month Fixed term (possibility of extension for 2.5 years)

Probationary period: 5 months

### **Purpose of Job**

The aim of this role is to improve the emotional, social, and physical wellbeing of Children and Young People (CYP) by connecting them to non-clinical, community-based support. Social prescribing for CYP focuses on early intervention and prevention, helping to address challenges such as anxiety, low mood, social isolation, family pressures, school-related stress, and reduced confidence.

The Social Prescribing Community Wellbeing Coordinator will work collaboratively with schools, healthcare professionals, families, and community organisations to develop personalised support plans tailored to each young person's needs and strengths. The role involves empowering CYP to build resilience, increase self-esteem, and access positive activities, groups, and services within their community. The overall objective is to promote holistic, person-centred care, reduce inequalities, and support improved long-term outcomes for children and young people.

### **Aims of the project**

The CYP Social Prescribing Project aims to improve the emotional, social, and physical wellbeing of children and young people through early intervention and personalised, strengths-based support. It connects young people to positive community activities and services, builds resilience and confidence, and helps reduce health inequalities while easing pressure on clinical and statutory services.

### **Summary of main duties**

- You will meet with young people and their parent / carer, understand their needs and what matters to them to develop a personalised action plan to provide opportunities for relevant support.
- Support children and young people, and parent/carers, to access voluntary sector services and activities as relevant to their needs.
- Work alongside the Adult Wellbeing Co-ordinators, where possible, to ensure a “think family” approach is followed.

- Provide ongoing support for approximately four sessions, which could vary from follow-up phone calls or attending appointments with them, centred around what is best for to meet their needs and ensure the action plan is supported.
- Keep track of each child and young person's engagement with the project and wider voluntary sector organisations to record outcomes.
- Ensuring children & young people are receiving appropriate support, and parents/carers are aware of the right services before discharge and be responsible for developing exit strategies.
- Actively feedback key themes and insight to ensure continuing development and support of Bexley's Voluntary Sector.
- To assist in maintaining the database of local services and activities in Bexley.
- Meet residents in a variety of locations including community locations such as Bexley GP Practices, Urgent Treatment centres and libraries.
- To provide regular updates and reports on caseload management, ensuring that the CRM system is kept sufficiently up-to-date and record all information accurately and provide monthly case studies.
- Work in partnership with GP Surgeries, including providing patient updates, regular outreach sessions and attending multi-disciplinary meetings and keeping information displays up to date
- Build strong working relationships with the wider voluntary sector and publicise the service with schools and healthcare professionals.
- Be a champion of Social Prescribing, and the voluntary sector, locally, regionally, and nationally.
- Undertake any other duties and tasks which may reasonably be required, as discussed with line-manager.
- Adhere to and actively implement BVSC's policies and procedures such as Equality and Diversity, Health & Safety and Safeguarding.
- Identify, report, and monitor any safeguarding concerns in accordance with the latest local and organisational procedures.
- Commit to undertaking any training considered necessary to ensure and develop own knowledge and skills to effectively deliver the role.

## **Person Specification**

Candidates will be required to demonstrate how they meet the skills and experience in their supporting statement, outlined in the criteria below. Please address each of the criteria in turn.

### **Essential Criteria**

- Essential Experience of working with Children and Young People in a person-centred way in any health, social or community capacity.
- Experience of working within a framework of confidentiality and with access to sensitive personal data.
- Excellent interpersonal skills with experience of working with people from diverse backgrounds. Ability to build rapport with a wide range of young people demonstrating empathy and understanding.
- Be kind, approachable and empathetic in your approach to supporting children & young people with their health and wellbeing.
- Excellent IT skills including previous use of Microsoft Office (especially Microsoft Excel) and CRM database systems.
- Committed to improving lives and communities.
- Excellent communication skills, enabling you to confidently receive referrals on the phone & email; extracting relevant information whilst ensuring people feel supported and informed.
- A creative problem solver and able to prioritise a varied workload, managing conflicting priorities to meet deadlines.
- Be able to work on your own initiative and meet deadlines.
- Enthusiasm, flexibility and a positive 'can do' attitude.
- Be able to develop and maintain relationships with professional and voluntary sector providers across the borough.

### **Desirable Criteria**

- Existing knowledge of local voluntary sector services and resources and understanding of Health and Social Care Services.
- Understanding of health inequalities and wider determinants of health, particularly within the North of Bexley borough including Thamesmead, Belvedere, Erith, Slade Green.
- A health or social care related qualification.

- Understanding of issues affecting children and young people and the principles of self-care.
- Have access to own transport (car, motorbike or bicycle) and able to travel efficiently across the borough.

### **Additional Information**

Please submit your covering letter addressing each of the person specification points above, your CV and monitoring form by **23:59pm on 31<sup>st</sup> March 2026** to:  
[humanresources@bvsc.co.uk](mailto:humanresources@bvsc.co.uk)

Please note, safer recruitment processes and appropriate pre-appointment checks will be completed before any role is confirmed.

We recognise that AI tools can be useful for basic checks such as spelling or grammar. However, we ask that candidates do not use AI to write or generate responses within their application. We value authenticity and want to hear your voice, experiences and motivations throughout the process.

If you would like an informal chat about the role or any reasonable adjustments required for the application or interview, please contact BVSC's HR team who can arrange this.