

Health & Wellbeing Project Officer Job Advert

Staffordshire Parish Councils Association (SPCA) seeks to appoint a Health & Wellbeing Project Officer.

Health & Wellbeing Project Officer
Staffordshire Parish Councils' Association

£27,344-£30,151 (pro-rata, 25 hours per week)

Working location: Hybrid. Mixture of home/remote and office-based work, including travel around Staffordshire (and some out-of-hours commitments).

Fixed-term contract until 31st March 2026, with potential to extend the role, subject to external funding approval.

Staffordshire Parish Councils' Association (SPCA) is working in partnership with Staffordshire County Council in an exciting project to support the 180 town and parish councils across the county in the delivery of health and wellbeing initiatives.

Small local impacts can have a cumulative effect on health and wellbeing and contribute to the prevention agenda: this project seeks to build capacity and provide support to parish and town councils across Staffordshire to encourage prevention, strengthen communities and create sustainability in improving health and wellbeing in the communities around the county. The project involves working with parish and town councils to influence and encourage the development of health and wellbeing policy and activity in these communities.

The Health and Wellbeing Officer will champion the health and wellbeing agenda across all of the parish and town councils in the county:

- influencing, inspiring and facilitating activity in new areas, including sharing best practice and identifying interventions available, including for those with reduced resources.
- working with key partners, including the voluntary, community & social enterprise sector, to develop relationships and maintained a bespoke health and wellbeing toolkit, supporting the delivery of training and identifying access to funding opportunities
- working towards a project plan, collecting baseline data and preparing reports on progress, as well as capturing key performance indicators as the project is implemented and delivered, reporting internally and to other partners, including the Public Health team at Staffordshire County Council.
- using a variety of communications channels to stimulate engagement with the programme, encourage participation and provide updates on the progress being made.

- Regular reporting of activities and achievements to SPCA and SCC boards

It is important that the project delivers:

- improved relationships and networks for parish and town councils in Staffordshire.
- improved understanding by parish and town councils of their contribution to health and wellbeing.
- improved confidence of parish and town councils in their contribution to the health and wellbeing agenda.
- case studies, shared learning and achievements showcased during and after the programme has concluded.
- increased community-based funding opportunities explored, achieved and secured.
- increased community-based activity to contribute to the health and wellbeing agenda.
- Identify and publicise funding sources for town and parish councils to help them deliver H&W and other community improvement projects.

Working with the County Officer, the post holder will also proactively seek external funding opportunities to further sustain and enhance this role, and the wider work of the SPCA.

The role requires a mix of home/remote and office-based work in Stafford, as well as the necessity of travel around the county of Staffordshire visiting parish councils. The post-holder will need to show flexibility and be committed to working outside core hours as required.

Applications should be made by means of a CV and covering letter, describing the candidate's suitability for the role, including experience in project planning, management and delivery; understanding of health and wellbeing policy as well as the potential contribution of parish and town councils.

Applications should be sent to: spca.parish@staffordshire.gov.uk no later than 6th July 2025.

Applications will be considered as they are received, and interviews scheduled. It is possible that an appointment may be made before the deadline is reached, if the right candidate is found.