

## SINGLE CORPORATE SERVICES

### OASIS

<b>Job title:</b>	Health Improvement Facilitator	<i>To be completed by HR  Job Reference Number</i>
<b>Reporting to:</b>	Deputy Oasis Manager	
<b>Accountable to:</b>	Business and Operations Lead – OH and Wellbeing	
<b>Pay Band:</b>	4	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

#### Job summary

The Oasis centre is a purpose-built wellbeing facility supporting the health, fitness and wellbeing of NHS staff across Portsmouth Hospitals University NHS Trust.

The Health and Improvement Facilitator plays a key leadership role within the centre, supporting the Deputy Oasis Manager in the day-to-day operational management, supervision, and development of Oasis services and staff. The post holder will act as a visible and supportive leader on-site, contributing to service quality, staff engagement and the effective delivery of health improvement programmes.

Alongside delivering evidence-based health improvement, exercise referral and rehabilitation programmes, the post holder will coordinate activities, oversee centre operations, contribute to service planning, and deputise for the Deputy Centre Manager when required. This role is pivotal in ensuring that Oasis delivers a high-quality, safe and responsive service aligned with organisational wellbeing priorities.

#### Key Purpose of the role:

- To support the leadership and operational management of the Oasis Centre
- To provide day-to-day supervision and guidance to instructors as required
- To lead the delivery and coordination of health improvement and rehabilitation programmes
- To act as deputy in the absence of the Deputy Oasis Manager, ensuring continuity of service
- To champion a positive, inclusive and motivating wellbeing culture for staff and service users

#### Specific Core Functions Leadership and Management

- Support the Deputy Oasis Manager in the operational running of the centre, ensuring safe, efficient and effective service delivery
- Act as a deputy responsible person in the absence of the Deputy Manager, overseeing day-to-day centre operations
- Provide day-to-day leadership supervision and support to staff, apprentices, volunteers or students working within the centre
- Contribute to staff induction, mentoring, information supervision and skills development
- Support rota planning, activity scheduling and coordination of programmes to meet service demand
- Lead by example in promoting professional standards, Trust values, equality, diversity and inclusion

### **Service Delivery and Development**

- Coordinate and act as lead facilitator for the Fit4Work programme, ensuring high standards of delivery and client care
- Develop, deliver and review tailored rehabilitation and exercise programmes for staff referred by Occupational Health
- Contribute to the planning evaluation and continuous improvement of Oasis programmes and services
- Use client feedback, audits and activity data to support service improvement initiatives
- Work collaboratively with the Deputy Manager and Business and Operations Lead to develop themed wellbeing events and health promotion campaigns

### **Operational and Quality Responsibilities**

- Monitor service activity and contribute to reports analysing programme update, outcomes and cost effectiveness
- Ensuring compliance with health and safety, infection prevention, safeguarding and operational procedures
- Support financial processes including bookings, payments, cash handling and resource management
- Undertake equipment checks, pool monitoring, gym inductions and ensure a safe environment at all times

### **Communication and Partnership Working**

- Act as a positive ambassador for Oasis, supporting engagement with staff, Occupational Health, Trust departments and external partners
- Provide advice, instruction and training to individuals and groups, adapting communication to meet diverse needs
- Address routine issues, escalating concerns appropriately and supporting prompt resolution

### **Communication and Working Relationships**

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;
  - (a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
  - (b) providing and receiving complex or sensitive information,

(c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

### **Analytical and Judgement**

- Judgements involving facts or situations, some of which require analysis.

### **Planning and organising**

- Planning and organisation of straightforward tasks, activities, or programmes, some of which may be ongoing.

### **Physical Skills**

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

### **Patient Client Care**

- Implements clinical care/care packages, or provides clinical technical services to patients/clients, or provides advice in relation to the care of an individual, or groups of patients/clients.

### **Policy and Service Development**

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

### **Financial Management**

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

### **Management/Leadership**

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

### **Information Resources**

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems,

### **Research and development**

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

### **Freedom to Act**

- The post holder is guided by standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.

### **Physical effort**

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

### **Mental effort**

- General awareness and sensory attention; normal care and attention; an occasional requirement for concentration where the work pattern is predictable with few competing demands for attention.

### **Emotional Effort**

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

### **Working conditions**

- Exposure to unpleasant working conditions or hazards is rare.

### **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<i>How criteria will be assessed</i>
<b>Qualifications</b>	<p>Hold or be working towards a recognized GP exercise referral qualification</p> <p>Level 3 certificate in personal training</p> <p>National Pool lifeguard Qualification</p> <p>Level 4 Cancer Rehab qualification (or willingness to work towards)</p>	<p>Memberships of a professional body – REPS</p> <p>Aqua Aerobics qualification</p> <p>Other leisure and fitness qualifications that will support ongoing programmes or classes within the centre</p> <p>Recognized qualification in Anatomy and Physiology</p> <p>Evidence of leadership, mentoring or supervisory training</p>	
<b>Experience</b>	<p>Experience of working in a leisure, fitness or wellbeing environment support clients with health conditions</p> <p>Experience of delivering exercise, rehabilitation or health improvement programmes to individuals and groups</p> <p>Experience of working independently and managing</p>	<p>Experience of providing day-to-day supervision, mentoring or informal leadership to colleagues, students, volunteers or instructors</p> <p>Experience of coordinating activities, rotas, sessions or programmes</p> <p>Experience of acting as a deputy, shift lead, or</p>	

	day-to-day operational responsibilities	designated responsible person	
		Experience of contributing to service development, audits, or quality improvement initiatives	
<b>Knowledge</b>	<p>The ability to develop and deliver a range of classes and exercises for both individuals and groups</p> <p>The ability to interpret medical reports</p> <p>An understanding of a range of medical conditions, injuries and disabilities and their limitations in relation to exercise and fitness</p> <p>Good understanding of anatomy and physiology</p> <p>The ability to work autonomously and to set deadlines</p> <p>The ability to prioritise and manage their own work</p> <p>Competent in a range of IT software</p> <p>Excellent interpersonal skills</p>	<p>Knowledge of NHS wellbeing services, occupational health pathways or staff wellbeing initiatives</p> <p>Understanding of service evaluation, data collection and reporting to demonstrate impact</p> <p>Awareness of leadership principles and supportive management approaches</p>	

**Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance

- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.

- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.