



Zebra Access has a Wellbeing Officer vacancy to continue the development of Wellbeing services for Deaf, Deafblind and Hard of Hearing people in Wolverhampton, the Black Country and surrounding areas.

The role of **Wellbeing Officer** will be instrumental in supporting Deaf, Deafblind and Hard of Hearing people in managing, adapting and maintaining their well-being with support from the Project Development Manager and team.

This is a project funded by The National Lottery Community Fund and candidates applying for this role will need to:

- Challenge new and existing wellbeing barriers that many Deaf, Deafblind and Hard of Hearing people experience due to communication and society barriers
- Develop and provide 1 to 1 and group support to Deaf, Deafblind and Hard of Hearing people to build their stability, confidence and well-being, and ultimately engage in the wider society.
- Work with local and Deaf related health organisations and partners to make sure their well-being services and activity provision are accessible to Deaf, Deafblind and Hard of Hearing people to reduce social isolation and improve their well-being.
- Be a self-starter and able to work on your own initiative.
- Be a fluent BSL user.
- Have experience of working and communicating with a range of people in a variety of settings.
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We are looking for someone who is passionate about:

- The well-being of Deaf, Deafblind and Hard of Hearing people.
- Developing access to relevant services.
- Increasing awareness of Deaf, Deafblind and Hard of Hearing people's well-being barriers.
- Working towards eliminating the barriers that Deaf people face on a daily basis.

**Job Title:** Wellbeing Officer

**Hours of Work:** Fixed term contract until April 2024 based on 2 days per week (16 hours) equivalent. Flexible working is essential. Days/hours of work will be agreed upon appointment.

**Workplace:** Based in Wolverhampton and working across the Black Country and surrounding areas, including working from home, as required.

If you feel that you are the kind of person we are looking for to lead and deliver this project, please apply accordingly below:

**How to apply:**

Send your CV and covering letter, stating why you feel you are the best person for this job, by email to: [chris@zebra-access.com](mailto:chris@zebra-access.com)

Application deadline: **14<sup>th</sup> August 2023 - 5pm.**

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**Zebra Access CIO**

Creative Industries Centre, Wolverhampton Science Park,  
Glaisher Drive, Wolverhampton, WV10 9TG  
Registered in England and Wales

Charity Number: 1149181

**T** 01902 421 919  
**E** [info@zebra-access.com](mailto:info@zebra-access.com)  
**W** [www.zebra-access.com](http://www.zebra-access.com)  
VAT Registration: 150 8933 05



Interviews will take place within a couple of weeks after the deadline.

Please contact Bob Marsh by email: [bob@zebra-access.com](mailto:bob@zebra-access.com) or by text/WhatsApp: 07475755229 if you have any further queries or wish to have an informal discussion about the vacancy.

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## **JOB DESCRIPTION**

**JOB TITLE: Wellbeing Officer (funded by The National Lottery Community Fund)**

**PLACE OF WORK:** Based in Wolverhampton and working across the Black Country and surrounding areas, including working from home, as required.

### **PURPOSE OF THE JOB:**

- To develop and provide effective and efficient support to ensure services are delivered with a particular focus on well-being; face-to-face and video call support to enable increased social connections and reduced isolation of Deaf, Deafblind and Hard of Hearing people.
- Challenge new and existing well-being barriers that many Deaf, Deafblind and Hard of Hearing people experience due to communication and society barriers (especially with face coverings).
- Provide 1 to 1 and group support to Deaf, Deafblind and Hard of Hearing people to build their stability, confidence and well-being, and ultimately engage in the wider society.
- Work with local and Deaf related health organisations and partners to make sure their services and activity provision are accessible to Deaf, Deafblind and Hard of Hearing people to reduce social isolation and improve their well-being.

### **KEY RESPONSIBILITIES**

- Develop and provide 1 to 1 and group well-being support to all Deaf, Deafblind and Hard of Hearing people including face to face, video calls, workshops and other services, as required.
- Co-ordinate service and community activities to ensure effective service delivery, working closely with the Community Development Officer and Outreach Officer, as required.
- Actively engage with local Deaf, Deafblind and Hard of Hearing people and communities to identify the areas where communication barriers are affecting their lives; respond to these identified needs through training and active participation.
- Work with local Deaf, Deafblind and Hard of Hearing people and communities, schools, colleges and other relevant organisations/service providers.
- Ensure all services meet Quality and Organisational standards, including responding appropriately to safeguarding issues, where required.
- Perform administrative duties such as producing monthly monitoring reports and statistics, including impact measures and capturing case studies detailing the experiences of participants, organisations and communities.

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- Provide accurate information and advice to hearing people and service providers in relation to current opportunities and support available.
- Work effectively with other members of the Zebra Access team to support Deaf, Deafblind and Hard of Hearing people and communities.
- Flexibility in your working hours will be required as you may be asked to represent the organisation at meetings outside normal working hours, or to complete any other duties and responsibilities that are commensurate with this role.
- Respect confidentiality and carry out your responsibilities in a professional manner at all times, in compliance with Zebra Access' policies.

**Date:** July 2023

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**PERSON SPECIFICATION:**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALITIES/ KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>• Minimum of GCSE level education or equivalent.</li> <li>• Fluent BSL user.</li> <li>• Able to maintain confidentiality.</li> <li>• Undergone training and have an in-depth understanding of the Safeguarding and Equalities Act (2010).</li> <li>• Work autonomously, with minimal supervision.</li> <li>• Demonstrate a positive and non-judgmental attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of effective project caseload management including report writing and monitoring progress.</li> <li>• Completed Mental Health First Aid training.</li> </ul>
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Experience of providing well-being support or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in giving well-being advice &amp; guidance.</li> <li>• General IT skills (MS Office, Internet and/or other software packages).</li> </ul>
<b>OTHER INFORMATION</b>	
<ul style="list-style-type: none"> <li>• You will need to demonstrate a willingness to travel and to work outside of normal office hours, when required.</li> <li>• The successful applicant will need to undergo an Enhanced Disclosure and Barring Service check.</li> </ul>	<ul style="list-style-type: none"> <li>• Full current driving license required, with access to a vehicle for work purposes (consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license).</li> </ul>

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## TERMS AND CONDITIONS

**Listed below are some of the key benefits of working with us:**

A statement of the main terms and conditions of service will be supplied upon offer of appointment. The information given below is intended as a guideline for candidates.

**POST:** Wellbeing Officer

**CONTRACT TYPE:** Fixed term until April 2024.

**SALARY:** The salary for this post is £24,000 pro rata per annum

**PROBATIONARY PERIOD:** Confirmation of appointment is subject to the successful completion of a 3-month probationary period.

**HOURS:** 16 hours per week (equivalent of 2 days per week). Days/evenings of work to be agreed. However, it may be necessary to work additional hours to complete your duties, for which time in lieu will be awarded accordingly.

**HOLIDAYS:** The annual leave year is from 1 January to 31 December. The entitlement for this post is 20 days plus 8 days statutory holidays pro rata per year, with additional privilege days awarded at the discretion of the board.

**PENSION:** A pension scheme is available to all Zebra Access employees.

**EQUAL OPPORTUNITIES:** Zebra Access has an Equal Opportunities Policy and all employees are expected to develop an understanding of and commitment to equal opportunities.

*This post is exempt from the terms of the Rehabilitation of Offenders Act exemption order 1975) and you are therefore required to disclose all criminal convictions and cautions including those, which are 'spent'.*

*This post is also subject to a Disclosure and Barring Service clearance (formerly Criminal Records Bureau clearance) Access NI / Disclosure Scotland clearance. All successful candidates must satisfactorily clear a criminal records and ISA Vulnerable Adults Barred List check.*

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