

Community Champions Health and Wellbeing Worker Apprentice

Job title:	Community Champions Health and Wellbeing Worker Apprentice
Contract:	18 months fixed term: from 1st October 2026 to 31st March 2028
Hours:	30 hours per week (24 hours work-based / 6 hours learning & study time). Days and times negotiable depending on employer and community needs and Apprentice work/life balance.
Salary:	Set at the London Living Wage - currently £14.80 per hour. £23,088 per year for 30 hours per week. £34,632 for 18 months contract
Annual leave:	25 days per year plus bank holidays (pro rata'd for part time hours)
Reports to:	Community Champions Project Manager (Specific Location to be confirmed)
Location:	North Westminster, specific location to be confirmed

About Paddington Development Trust

PDT combines community engagement with strategic partnerships — ensuring that local people shape the future of their lives and neighbourhoods.

At PDT, we believe that strong communities are built from the ground up — through people, places, opportunity and creativity. From supporting health and wellbeing to creating greener neighbourhoods, we work with you to enable you to thrive.

PDT was formed in 1998 by local residents who remain at the heart of everything we do.

BACKGROUND TO COMMUNITY CHAMPIONS

Community and Maternity champions are local people who volunteer their time to connect local communities and residents with local services. The champions have success because they know and understand the language of local communities and are able to tune into the community's needs and aspirations.

The Champions can reach out to the community in different ways from healthcare and council professionals. They meet people on the streets, knock on their doors and talk to them regularly and can use the rich insight they hear from residents to work with commissioners and other professionals to influence services and messages. The champions also support local residents in making informed choices about a range of issues linked to their health and well-being.

Through the programme the champions are supported in gaining vital skills, training and experience to progress them in their own careers.

INTRODUCTION TO THE COMMUNITY CHAMPIONS APPRENTICESHIP SCHEME

1. Background

The Community and Maternity Champions Programme providers have been working in partnership with Public Health and training partner, Community Matters, to run this Community and Maternity Champions Apprenticeship scheme since 2023. Public Health has funded two cohorts so far and we are now embarking on the recruitment and selection for a third cohort. There are places for up to two Westminster Community and Maternity Champions who would each be employed by one of our projects' organisations, The Abbey Centre and Paddington Development Trust.

The position will be based at the hosting project's location.

2. Further details

The Apprentice works with the Community Champions Project manager to deliver an agreed work plan for 24 hours per week. Day to day work will vary depending on local needs and priorities; but, as this is also a learning and training scheme, work tasks will contribute to your learning. The role will include opportunities to practice the **occupation duties** and develop the **knowledge, skills and behaviours** required of the apprenticeship '**occupational standards**'.

A further 6 hours will be spent in learning and study time – some of this will be 'off the job' and will include a combination of:

- 12 x monthly full-day face to face and/or on-line taught sessions
- Individual one to one support from a development coach
- Self-guided study

Like any course of learning and study, you may need to put in some extra personal study time to support your own learning. You may be asked to be flexible in your work placement, but you will not be asked to work for more than your contracted hours. You will be well supported by your manager and our training partner in ensuring you have the best possible work and learning experience.

A laptop with camera is required for training and assessment tasks and will be provided if necessary.

This apprenticeship utilises the 'Community Health and Wellbeing Worker' Level 3 occupational standards validated by Skills England. See here for further details on the apprenticeships standards to be used:

[Community health and wellbeing worker / Skills England](#)

In the final 3 months, you will continue to work in your host project as above, while completing the Apprenticeship Assessment, required for successful achievement of the apprenticeship standards. The Apprenticeship Assessment will be conducted as part of the training by Community Matters, with an external organisation, National Open College Network (NOCN), acting as an independent evaluator. Once apprentices pass this assessment, they will be provided with a final apprenticeship certificate awarded by Skills England. Level 3 apprenticeships are equivalent to A level.

3. Delivery Partners

The Apprenticeship Scheme will be delivered via a partnership between:

- WCC Public Health (overall coordination and funding)
- Community Champions projects commissioned suppliers (apprentice's employer)
- Community Matters (training provider)
- WCC Apprenticeships Teams (expert input on apprenticeships, training levy transfers, identification of onward employment opportunities)
- Westminster Employment Service or Paddington Development Trust and Abbey Centre Employment Services (provision of employment coaches)*

*Each apprentice will be allocated an employment coach by month 12 to assist in job search, CV/application writing skills etc

4. Objectives:

- To increase employability and support those with increased employment challenges in becoming job ready
- To create new employment pathways for Community and Maternity Champions and facilitate access to stable work for those that need it**
- To assist in reducing inequalities and narrowing the gap through providing these opportunities in areas of deprivation, areas with high health inequalities and amongst specific groups, BAME residents and women
- To support apprenticeships into relevant permanent opportunities within the Council, NHS and elsewhere
- To expand Community and Maternity Champions capacity to enhance health and wellbeing promotion and prevention work and reduce health inequalities at a neighbourhood level

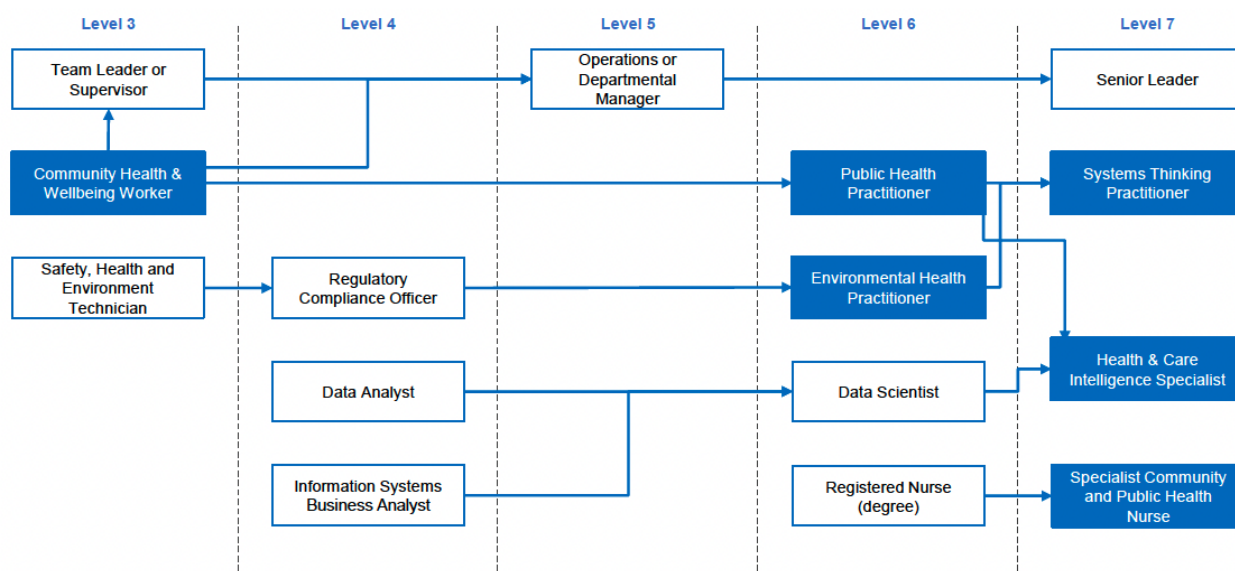
**** Please note participation in this apprenticeship does not *guarantee* future employment.**

However, these apprenticeships could open doors in to work across a wide range of roles within community, health and social care sectors; with employers as diverse as local authorities (especially adult social care or children's services), NHS/Health, housing and voluntary and community sector.

Roles could include for example:

- Community Champions project workers
- Social prescriber/social prescribing link workers
- Health trainers
- Health care assistants
- Care navigators
- Community connectors
- Community health workers
- Community development workers

This apprenticeship could help with career progression in this field, with a diverse range of options:



JOB DESCRIPTION

Job Purpose: To work in partnership with individuals and their communities to identify and address health and wellbeing needs, improve health, prevent ill-health and reduce health inequalities, **with a strong focus on the wider social determinants of health, such as the social, cultural, economic, commercial and environmental factors that shape the conditions in which people are born, grow, live, work and age.**

Responsibilities: The Apprentice will be supported to assist the Community Champions Project manager in project development and delivery. Specific targets and deliverables will be agreed between the project manager (and line manager if different), apprentice, and training provider. This will be based on local needs and project priorities, training requirements and apprentice training needs.

Development and learning opportunities will be provided for the apprentice to meet the Occupation Duties and Knowledge, Skills and Behaviours requirements of the Level 3 CHWW occupational standards.

The role is likely to include some or all the following responsibilities:

- Recruit & support Community & Maternity Champions volunteers to promote local health and wellbeing; ensuring there is diverse and equitable access to volunteering opportunities
- Co-ordinate volunteer outreach and engagement of diverse and hard-to-reach communities
- Manage or support some of the project delivery and promotion including: key Public Health messaging, signposting, regular activities, occasional large events and public health campaigns
- Work with individuals and groups to identify and address underlying causes of health and wellbeing problems, and signpost them to available support services
- Trial some new innovations in one or more areas e.g. environmental issues, nature / gardening / growing, digital inclusion, mental health, junior champions
- Ensure that supplier and Champions' programme policies and procedures are followed
- Manage small budgets and petty cash
- Work with partner organisations to maximise impact of Community Champions activities and foster good working relationships between volunteers and local organisations
- Capture case studies and news and publicise to residents and stakeholders via relevant websites, social media and print

- Monitor, capture and record project activity outputs, and work with the project manager to complete quarterly monitoring reports to Programme manager (Public Health)
- Other duties as needed within the local project, directed by the Community Champions' Project Manager, including occasional evening and weekend working
- **20% of time (6 hours weekly) to be allocated to training and study towards apprenticeship standards and EPA, some of which may be 'off the job'.**

PERSON SPECIFICATION

Criteria		Essential	Desirable
Personal Qualities & Attributes	Ability to listen, empathise with people and provide person-centred support in a non-judgemental way	✓	
	Desire to reduce the inequalities that lead to poorer health outcomes	✓	
	Able to support people in a way that inspires trust and confidence, motivating others to reach their potential	✓	
	Ability to communicate effectively, both verbally and in writing, with people, their families, carers, community groups, partner agencies and stakeholders/partners	✓	
	Ability to maintain effective working relationships and to promote collaborative practice with all colleagues	✓	
	Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines	✓	
	Good written and oral communication skills	✓	
	Ability to work flexibly and enthusiastically within a team or on own initiative	✓	
	Understanding of the needs of small volunteer-led community groups and ability to support their development	✓	
	Understanding of wider health factors that impact on communities for example, access to a good job, friends/family and warm and safe home.	✓	
Qualifications & Training	Evidence of basic general education, ability to demonstrate skills in spoken and written English	✓	
	Demonstrable commitment to personal development via the apprentice scheme.	✓	
Experience	Experience of volunteering as a Community or Maternity Champion in Kensington and Chelsea or Westminster	✓	
	Experience of working directly in a community development context, health and social care, learning support or public health/health improvement (including unpaid work)		✓

	Experience of supporting people, their families and carers in a related role (including unpaid work)		✓
	Experience of working within the voluntary or community sector (in a paid or unpaid capacity), including with volunteers and small community groups		✓
	Experience of data collection and providing monitoring information to assess the impact of services		✓
	Experience of partnership/collaborative working and of building relationships across a variety of organisations		✓

ELIGIBILITY AND RECRUITMENT PROCESS

These roles are open in the first instance to:

- All existing registered and active Community and Maternity Champions volunteers
- Existing project assistants /workers in temporary roles who have previously been Community or Maternity Champions.
- You must meet the essential criteria in the person specification
- If you are assessed as below Level 2 in your initial functional skills assessment (part of the recruitment process) you must be willing to study towards attainment of Level 2 in your own time before the contracts begin. You will be offered support to do this.
- Please ensure you can commit to a full 30 hours per week for the 18 months duration of the contract prior to applying – this may also include part of the summer holiday period, subject to the host project needs.
- Please ensure you have explored any impacts on universal credit, housing or other benefits, if relevant, prior to applying. Assistance can be given with the ‘better off calculation’ from your local Employment Service (details in Information Session slide deck).
- If successful, we will aim to ensure you are allocated to the project of your choice, but this will be dependent on range and numbers applying and existing locations.

HOW TO APPLY

To apply for the role, please complete the attached application form and equal opportunities monitoring form and email to Lesley Derry, Community Champions Programme Manager: lderry@westminster.gov.uk by 5pm on Mon 27th July.

Interviews will take place as soon as possible after this date. You will be notified of a time and date should you be shortlisted.

Please note your **full name, date of birth, email address and line manager's name** will be required as part of the application process so that you can be pre-registered on the Community Matters online portal, so your assessment can take place. This will only be done if you are shortlisted. Further details will be sent if you are shortlisted.

For an informal chat about these apprenticeships please talk to your project manager or contact Lesley by email: lderry@westminster.gov.uk