

Health & Wellbeing Coordinator Candidate Pack

August 2026





Strengthening the VCSE Sector – Sharing
Knowledge – Supporting you

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Welcome

Dear Potential Applicant,

Thank you for your recent interest in the Health and Wellbeing Coordinator role at VONNE (Voluntary Organisations' Network North East).

VONNE is the North East regional infrastructure organisation supporting, championing and representing the voluntary, community and social enterprise (VCSE) sector across the North East region and promoting social action and economic growth.

- We have over 1,500 members and extensive reach through our subscribers and networks.
- We have a strong Board of Directors who collectively bring a wealth of experience and knowledge across the North East.
- We have a committed and experienced staff team.
- VONNE has built a strong reputation for expertise and quality with funders and stakeholders over its 26-year history.
- VONNE is recognised as the go to organisation for knowledge and networking the VCSE in the region.

We are seeking an individual with strong organisations skills who is adept at managing competing priorities.

We offer 25 - 28 days holiday plus Bank Holidays (pro rata), a training and personal development allowance, flexible working, Simply Health care plan and the opportunity to work in a busy yet supportive environment.

The closing date for applications is **Sunday, 13 September at midnight**, with interviews being held on **Tuesday, 29 September/Wednesday, 30 September**. To arrange an informal chat, please contact Engagement Manager Beth Reeves beth.reeves@vonne.org.uk.

We welcome applications from all suitably qualified candidates, regardless of their race, gender, disability, religion/belief, sexual orientation or age. Shortlisting is carried out by a team of real people, not AI.

Please email your completed application form to recruitment@vonne.org.uk

If you require this pack in an alternative format, please email recruitment@vonne.org.uk.



Martin Brookes
Chief Executive



About VONNE

Established in 2000, we have developed and continue to maintain a strong understanding of the needs of the sector and how we can best support organisations through ongoing research and conversations.

Our unique regional position gives us the ability to pilot new projects and approaches to benefit the North East area, often working across sectors with a wide variety of partners. We apply professionalism and knowledge to all the work that we do, and we strive to be a role model for the sector and the region by championing excellence, collaboration and social justice.

Through our work we:

- Share Knowledge.
- Build partnerships and collaboration
- Strengthen the sector
- Give our members a collaborative voice.



VONNE'S Mission

VONNE supports, promotes and advocates for the North East's VCSE sector. Through information, membership and networks, we will help them thrive, collaborate and succeed.

We want a thriving VCSE sector supporting communities and addressing inequalities in the North East of England.

VONNE's Strategic Aims

- **Support** - to support a diverse VCSE sector by providing high-quality services that strengthen capacity, capability and impact.
- **Promote** – to promote the value and contribution of the VCSE sector to a wide range of audiences.
- **Advocate** – to advocate for the VCSE sector as a vital partner in shaping policy, strategy and public services.

History of VONNE

VONNE was established as a registered charity and company limited by guarantee in 2000, and it was recognised that the VCSE needed a voice and representation at every level of decision making. VONNE's region spans 12 unitary authorities, ranging from Berwick in the north to Saltburn in the south, and the Pennines in the west.

VONNE has remained both relevant and much needed throughout the ever-shifting picture of sub regional and regional arms of government and has grown in strength, adapting to the new policy environment in which it operates.

VONNE is an expert on the sector in the North East and is a credible presence, continuing to attract funding and generate new revenue streams that are aligned to our mission enabling us to maintain a healthy reserves position.

VONNE's profile is high, and our reputation remains solid both within and beyond the North East region. Information to the sector has been of a consistently high standard and VONNE's advocacy work, intelligence, and expertise on behalf of the sector continue to be well regarded.

“VONNE encourages ambition and thinking out of the box, not afraid to lead from the front if that's what's required to get something started.”



Strategic Development

Following a period of rapid organisational growth and change, VONNE refreshed and released our strategy for 2026 – 2031 placing greater emphasis on our core purpose of supporting, promoting and advocating for the North East VCSE sector.

As a membership organisation, we'll be focussing more directly on putting member voices, experiences and needs at the heart of our work. This will see us develop greater cohesion across our work streams, including building stronger connection between policy, membership and communication – the core of our work.

[Read our strategy here.](#)



Structure

In recent years we have been successful in developing and securing funding for a number of new multi-year strategic projects. In early 2022, after 2 years of significant growth, we undertook an organisational restructure to establish three core teams – Operations, Members Services and Projects and Partnerships. More recently, as part of our strategy review, we created an additional Communications and Marketing team and Policy and Data team. This has enabled us to recruit additional staff and ensure adequate staff capacity across the various functions of the organisation.

You can see our [VONNE Structure 2026](#)



Why work for VONNE

We are seeking a Health & Wellbeing Coordinator role to support meaningful engagement, involvement and collaboration between VCSE organisations involved in health and wellbeing across the North East and North Cumbria, statutory health and care commissioners and providers, and health-related research organisations.

This is an exciting and varied post within the Health and Wellbeing team at VONNE, which enables VCSE organisations to engage and collaborate with health and care system structures at all levels and provides one point of contact for the Integrated Care System (ICS) to engage with our sector. The Partnership Programme also hosts a programme of work supporting the development of the relationship between the VCSE sector and research.

As an organisation, we also recognise the importance of Equality, Diversity and Inclusion in everything we do and we are seeking an individual who will lead the organisation on a journey to improve our practice and ensure that where practically possible, our work promotes and celebrates EDI.

VONNE is a great place to work. We have a fantastic team of highly skilled, knowledgeable and kind people, who are passionate about the work they do.

We have a welcoming and supportive environment, and you will be a valued member of the team, where your views and opinions will be encouraged and welcomed, we work together to achieve our goals, have a strong mission and positive values.

VONNE offers lots of staff benefits including:

Hybrid and flexible working, up to 28 days annual leave plus Bank Holidays AND the period between Christmas and New Year, a day off on your birthday, access to Simply Health scheme to cover costs of everyday healthcare such as prescriptions, visits to the dentist, opticians, GP appointments, etc.

A training and development allowance, refreshed annually to support your career development and a small amount each year to support your personal development to either undertake a course or activity that will broaden skills or knowledge, or that is designed to increase self-esteem or self-confidence and support overall wellbeing.

We have a focus on health and wellbeing and discuss this regularly through supervisions.

Further benefits include a clear salary scale so you can progress each year, and a 5% employer contribution to our pension scheme. We offer a travel scheme so you can spread the cost of commuting across the year, and a Cycle to Work scheme which will support you to buy a bike, plus several other benefits.

Job Description

Job Title	Health & Wellbeing Coordinator (12 month fixed term contract. We are currently seeking continued funding to extend the programme including this role.
Days Worked	Full Time (37 hours per week)
Salary	NJC Points 23 to 25 (£34,434 to £36,363)
Responsible to	Health & Wellbeing VCSE Engagement Manager

Role Summary

Background Information

VONNE coordinates a number of health and wellbeing focussed programmes and projects, supporting and representing the VCSE sector across the North East and North Cumbria. These programmes aim to improve collaboration between people working within VCSE organisations and health and care systems, promoting VCSE integration at all levels.

We represent the VCSE sector as a strategic partner in health and care system-wide workstreams that form part of the North East and North Cumbria (NENC) Integrated Care System (ICS), the country's largest ICS which serves over three million people.

ICS's bring together NHS providers, commissioners and local authorities to work in partnership with the VCSE sector in planning and commissioning health and care services at a strategic level. VONNE leads on VCSE sector representation within the North East and North Cumbria (NENC) ICS, via the NENC VCSE Partnership Programme, working with Cumbria CVS.

We also run the Healthy Communities and Social Prescribing programme that aims to strengthen social prescribing and support the development of new approaches to tackle health inequalities in marginalised communities.

Finally, our VCSE Research Partnerships work aims to provide a single point of contact for researchers and VCSE organisations who are interested in collaborating on health and care-focussed research. Through this, we champion the involvement of communities in health and care research, ensuring that research addresses the health inequalities in our ICS.

This role offers the opportunity to work with the support of the wider Health and Wellbeing team to support the delivery of the programmes of work across the health, research and voluntary sectors, within a programme that is held in high regard locally and nationally

Job Purpose

This exciting and varied post is a co-ordination and engagement role to support meaningful engagement, involvement and collaboration between VCSE organisations involved in health and wellbeing across the North East and North Cumbria, statutory health and care commissioners and providers, and health-related research organisations. All of our work contributes to the collective aim of all partners, which is to improve the health and wellbeing of our population.

This post will be situated within the Health and Wellbeing team at VONNE, working in partnership with Cumbria CVS. It will also involve partnership working with key stakeholders in the health and research sectors.

As a valued member of our team, your opinions and insight will be encouraged and welcomed – we work together to achieve our goals and we all have equally valuable contributions to make. This applies specifically to the Health and Wellbeing team, but also to VONNE as an organisation.

Key Tasks

- Supporting the effective operation of all health and wellbeing networks, including by supporting meetings and events.
- Supporting the engagement and involvement of VCSE organisations to engage in the planning of health and care services.
- Supporting the engagement and involvement of VCSE organisations to engage in opportunities relating to research.
- Working with the Programme team in developing excellent relationships with programme stakeholders, advocating for the VCSE, and encouraging stakeholders to consider new and innovative approaches to working closely with the VCSE to support health and wellbeing needs of local communities.
- Providing a co-ordination and oversight role to project developments, including leading on some aspects of programme delivery e.g. facilitating meetings.
- Reviewing membership lists and using anonymised information for reporting purposes.
- Contributing to the production of reports as required.
- Performing administrative duties relevant to the post including mapping, creating and disseminating meeting materials, creation of information-sharing materials, dealing with queries and enquiries, maintaining accurate records and ensuring compliance with obligations for GDPR and Data Security.
- Providing support and briefings for VCSE sector forums, bulletins, and representatives to facilitate meaningful engagement.
- Presenting highly complex and sometimes contentious information on all aspects of delivery area in a clear, understandable, and audience-appropriate manner.
- Communications/marketing and promotion of project to VCSE organisations across the North East and North Cumbria, collaborating with the Project Support and Communications Manager to promote e-bulletins, social media and website.

- Successfully working as part of a team and delivering results which make a positive and measurable difference to the VCSE sector.
- Attending appropriate events and other networking opportunities as a representative of VONNE and of the VONNE Health and Wellbeing team.
- Supporting the overall successful delivery of the Programme.

Other Duties

- Being aware of and complying with the Equality and Diversity policy of VONNE as well as actively promoting equality and diversity issues relevant to the role.
- Being familiar with and understanding all processes and procedures in relation to the Health and Wellbeing programme and VONNE.
- Maintaining a good level of understanding and information on VONNE and its services.
- Such other duties at a comparable level of responsibility as determined by the Programme Director & VONNE.

Person Specification

Knowledge and Experience

Essential Criteria

- Experience of working with and knowledge of the voluntary, community and social enterprise (VCSE) sector.
- Experience of adapting communication style and content to meet the needs of the audience.
- Group facilitation skills.
- Community engagement/development/patient and public involvement/other similar experience.
- Knowledge or experience of health and care and/or research structures
- Be highly IT literate with experience of using appropriate technology including MS Office and social media.
- Whilst a specific qualification is not required, you must have relevant and sustained work experience at this level.

Desirable criteria

- Knowledge of North East/North Cumbria communities.
- Experience of working across sectors and supporting collaboration.
- Experience of using CRM systems.
- Experience of creating group communications.
- Knowledge of health inequalities.

Skills and Abilities

Essential

- Ability to self-manage and organise workload when working across several programmes of work.
- Excellent written, verbal and digital communication skills including excellent presentation skills.
- Ability to communicate and build relationships at all levels with tact and sensitivity where needed.
- Team player.
- Belief in the power of partnership working to support VCSE sector organisations and their beneficiaries.
- Supportive of VONNE's commitment to implementing equal opportunities and promoting diversity.
- Committed to personal development.

Other

- The role is regional and therefore requires the ability to travel across the North East and North Cumbria regions on occasion.
- Willingness to work flexibly (this will be reciprocated).

Recruitment Timetable

Application deadline: Sunday, 13 September 2026 at midnight

Interview Dates: Tuesday, 29 September/Wednesday, 30 September 2026. Please note Interviews will take place via Teams.

We will always endeavour to contact all applicants following shortlisting. Shortlisting is carried out by our panels of experts. We do not use AI.



Principle Terms and Conditions

Job Title	Health & Wellbeing Coordinator
Responsible to	VCSE Engagement Manager
Hours worked	37 hours per week (5 days). Usual working hours are Monday to Friday, 9am to 5pm. However, we operate a flexible system to allow for working patterns outside these hours to be accommodated, with agreement, according to need.
Salary	NJC Salary Scale 23 to 25 (£34,434 to £36,363). Standard of living increases will be awarded each year in line with local authority pay settlements. Following the probation period, salary scale increments will be awarded annually.
Contract	One full time post available (37 hours per week) - please note we are currently seeking continued funding to extend the programme including this role.
Notice	Notice to terminate employment is one month by either side (one week during the probationary period).
Annual leave	The full-time entitlement is 25 days plus Bank Holidays and the period between Christmas and New Year. Annual leave increases to 28 days with annual increments of one day for each full year of continuous service.
Pension	VONNE's pension provider is The People's Pension and VONNE is prepared to make an employer contribution to this or the post holder's personal pension scheme of 5% of salary, provided the staff member makes at least the minimum contribution as per auto-enrolment.
Location	Home working predominantly with the option to work from various co-working locations. The role will also require occasional travel to other locations (mainly in the North East) to attend meetings and events.
Expenses	VONNE will pay for travel and subsistence if an employee is requested to travel as part of their role (outside of commuting to work).
Health	VONNE staff are covered by the Simply Health scheme, through which employees can claim for visits to an optician, physiotherapist, chiropodist, emergency care from the dentist and more.



STRENGTHENING & SUPPORTING THE SECTOR

Contact Us

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