

JOB DESCRIPTION

Job title:	Maternity Circle Facilitator
Service:	Bradford Perinatal Support Service
Salary:	Grade 2 (upper): point 16 – 19
Hours:	14.8 hours per week, two days per week
Location:	Bradford
Responsible to:	Coordinator / Service Manager

Summary of job:

The Perinatal Support Service provides support for women in the perinatal period with mild to moderate mental health issues. The service runs 2 Maternity Circles in local community venues. The Maternity Circles are weekly, informal, drop-in sessions, aimed at pregnant women and their families, and families with children up to the age of 2 (the first 1001 days of baby's life). Maternity Circle sessions are run weekly, and are focused on improving access to information, health messaging, support and care during this critical time for families.

As Maternity Circle facilitator you will facilitate the weekly sessions for one Circle, and be the main point of contact for the families who attend. You will plan for and arrange for content by connecting into and networking with professionals and other services and projects. You will attend the Maternity Circles Network meetings to share good practice, and successes and challenges. You will promote the Circle to ensure families and professionals are aware of the offer, and to improve access for vulnerable families. This includes promotion via Social Media, leaflets and posters, and in person. You will be responsible for compiling data each week from the Circle session, and for creating a case study and feeding into a report, on a quarterly basis.

Key tasks and responsibilities:

1. Facilitate the weekly Circle sessions, ensuring that provision is high quality and the sessions are well set up and run.
2. Plan forward for content delivery in every Circle session, ensuring this is high quality and meets the needs of the cohort of families attending.
3. Consult with families who attend, and the wider local community as to what is needed from the Circle and analyse the findings in order to work to meet these needs.
4. Collect attendance data each week and collate this, to feed into quarterly reports, data submission, and a case study.
5. Identify and purchase resources and activities for the Circle, to ensure high quality provision. Purchase refreshments and snacks for the Circle each week/as needed.

6. Create promotional materials for the Circle, including leaflets and posters, Social Media content, What's On guide, etc.
7. Promote the Circle face to face, by visiting clinics, events, and community groups, liaising with key professionals, and presenting in Forums and Steering Groups. Promote the Circle via leaflets and posters, and on Social Media.
8. Reflect on and evaluate the Circle regularly, to ensure learning feeds into future planning
9. Commit to, and prepare for, your own regular and reflective supervision, and be responsive to appropriate challenge, advice, feedback and direction.
10. Share Family Action's vision for participation and co-production and work with the team to increase the opportunities for volunteers and service users to be involved with, influence, and shape the way the Circle is designed, developed, and delivered.
11. Ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
12. Comply with Family Action's Health and Safety Policy and Data Protection Policy in order to protect your own and others' health, safety and welfare
13. Work flexibly as may be required by the needs of the service and undertake any other reasonable duties as required.
14. Evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services

PERSON SPECIFICATION

Requirements		Essential	Desirable
Education, Qualifications & Background			
1.	A minimum of 5 GCSE grade 5 or above with commitment to continued learning and professional development.	✓	
2.	Minimum of NVQ level 3 /Health and Social Care or related qualification		✓
3.	Experience of running groups / sessions		✓
Experience			
4.	Personal experience of pregnancy and childbirth, or supporting someone close to you in the perinatal period	✓	
5.	Experience of working with vulnerable individuals or families	✓	
6.	Experience of running groups / sessions or parenting programmes		✓
7.	Experience of giving advice and support and delivering health messages		✓
Knowledge & Skills			
8.	Excellent interpersonal skills with the ability to form trusted relationships with women experiencing mild to moderate mental health issues pre and post birth	✓	
9.	Understanding of the potential emotional impact of pregnancy and birth, and the demands of parenthood on mental wellbeing .	✓	
10.	Understanding of the challenges faced by a diverse range of families living in areas of high deprivation	✓	
11.	Understanding of parent / infant relationship and the way in which emotional distress, stress, and social isolation can impact on parent-infant relationships	✓	
12.	Excellent time management, and organisation with the ability to work autonomously to effectively plan and prioritise, use own initiative and decision-making skills.	✓	
13.	Ability to be resourceful, proactive and be solution-focused when needed.	✓	
14.	Understanding of services available and professionals working with 'parents to be' and new parents across Bradford District		✓
15.	Ability to speak a local community language.		✓
Values			
16.	Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by: <ul style="list-style-type: none"> • Being people focused • Reflecting a 'can do' approach • Striving for excellence in everything we do • Having mutual respect for everyone we work with, work for and support through our services 	✓	
17.	Be committed to equal opportunities and uphold and comply with Family Action's Equality, Diversity and Inclusion policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.	✓	

In addition			
18.	Willing to work flexibly as required with an expectation of some occasional out of hours work and travel.	✓	
19.	Access to a business insured vehicle to travel across the Bradford area.		✓