JOB DESCRIPTION

Job title: Young People’s Coordinator (Maternity Cover)

Service: Change4Life Service

Salary: Grade 3 Point 20-23 with Inner London Weighting

Hours: 22.2 hours per week (part time)

Location: Kensington and Chelsea and Westminster

# Responsible to: Deputy Manager (Clubs)

Summary of job:

Family Action delivers the Change4Life Service across the Royal Borough of Kensington and Chelsea and Westminster City Council. The service forms part of a wider whole system approach, which recognises the importance of early intervention when addressing the determinants of poor physicaland emotional health and wellbeing and will be responsive to changing local needs. The service focuses on national and local public health priorities including oral health, healthy eating, emotional wellbeing and physical activity to maximise promotion of health messages and ensure children, young people and families have many opportunities to put them into practice.

As lead provider, Family Action along with our subcontracted partners Health Education Partnership and London Sports Trust will deliver three key strands of the service:

* Change4Life services that support children, young people and families most at risk of poor health outcomes to eat well and keep active;
* Change4Life themed training and capacity building support for organisations and businesses;
* Change4Life themed neighbourhood projects

As Young People’s Coordinator, you will provide support for 11 – 19 year olds (up to 25 for young disabled people and those with a special educational need) by delivering health promotion clubs in partnership with youth organisations to support young people to eat well, keep active and maintain a healthy weight.

The role will contribute to the delivery of the organisation's strategic aims to ensure Family Action is stronger than ever and will model the organisation’s and service’s values, representing Family Action in a professional manner at all times.

Key tasks and responsibilities:

1. To deliver a range of groups based on evidence based practice, to facilitate children and young people’s understanding of healthy eating and physical activity – the sessions will be delivered weekly in youth organisations in each Local Authority area.
2. To contribute to the evaluation and monitoring of interventions and contribute to regular audits to maintain high standards of service delivery.
3. To ensure the safety, well-being and healthy development of children/young people is prioritised through effective observation and assessments and by following Royal Borough of Kensington and Chelsea and Westminster City Council and Family Action safeguarding procedures and guidelines.
4. To deliver fun and interactive health promotion sessions alongside a range of partners and if required to enable young people to access specialist advice from dieticians and physical activity specialists.
5. To support and deliver relevant interventions alongside our key partners as a whole system approach to support families. Ensuring access to a broad reach of holistic & community-based interventions that will empower young people and their families to improve their physical and emotional health.
6. To keep records of your work, adhere to confidentiality, information sharing protocols~~,~~ and provide monitoring information to commissioners and Family Action as required.
7. To promote and ensure compliance with Family Action Equal Opportunities policies, to value diversity and find innovative and creative ways of engaging with all sections of the local community.
8. To be committed to providing an integrated one-team approach to children, young people & their families with an aim to delivering effective services and interventions as part of the Change4Life offer.
9. To evidence outcomes for children, young people and families achieved, through use of evidence-based tools and solution focused plans, demonstrating users’ journey with the service, including producing case studies.
10. Develop and maintain professional relationships, making a positive contribution to local multi-agency partnerships and local networks that support families.
11. To develop your knowledge of local resources, including community and statutory services such as: Health, Education, Children & Adults Services alongside voluntary & community sector services, whilst signposting and directing service users to these where & when appropriate.
12. To attend team meetings on a regular basis, to make a commitment to regular supervision, to be responsive to critical challenge, advice, feedback and direction~~,~~ and to demonstrate a commitment to training and development.
13. To be able to evidence Family Action’s values at all times, which underpin Family Action’s mission of ‘**building stronger families’** by:
	* 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
14. To ensure you have an understanding (appropriate to your role) of and comply with Family Action’s procedures for promoting and safeguarding the welfare of children and vulnerable adults.
15. To comply with Family Action’s Health and Safety Policy, Data Protection Policy and to protect your own and others’ health, safety and welfare.
16. To work flexibly, including some evening working, as may be required by the needs of the service and carry out any other reasonable duties as required. Be willing to travel within the locality to deliver support and outside of the area at times for training and networking opportunities.

**Continue to next page**

Person Specification

|  |
| --- |
| **Education, Qualifications and Background** |
|  | Educated to NVQ Level 3 or above in social work, health, education or equivalent experience of working in Health Promotion Service and evidence of a commitment to continuing learning and professional development.  | Essential |
|  | Demonstratable experience of working with young people. | Essential |
| **Experience** |  |
|  | Substantial experience of delivering health promotion sessions or focus group work to support children and young people and their health and wellbeing. | Desirable |
|  | Experience of planning group work including but not limited to; completing risk assessments, evaluating and evidencing progress from group work.  | Essential |
|  | Experience and ability to write comprehensive evidence based reports and an ability to understand, review and evaluate a range of health related material.  | Desirable |
|  | Experience of using a range of techniques (Motivational Interviewing/Personal Centred/ Community Centred/solution Focussed/CBT) in promoting behaviour change when planning and delivering group interventions.  | Desirable |
|  | Experience of working in multi–disciplinary teams and ability to build, develop and maintain effective working relationships with key stakeholder especially staff in secondary schools and youth organisations.  | Desirable |
| **Knowledge and Skills** |  |
|  | Understanding of contemporary health topics relating to young people, families and health including emotional health and wellbeing and ability and experience to identify and examine ways in which determinants of health are interrelated.  | Essential |
|  | Understanding of prevention and health promotion, health inequalities and of the wider determinants that affect people's emotion and physical health and wellbeing and an awareness of and commitment to delivering the public health agenda and its outcomes. | Desirable |
|  | Experience of successfully engaging diverse communities of families in health and wellbeing, utilising various strategies to overcome barriers to change.  | Desirable |
|  | Experience in responding to safeguarding risk. Strong record keeping skills, with an understanding of the importance of keeping accurate and appropriate records in line with Data Protection requirements | Essential |
|  | To be able to evidence Family Action’s values at all times, which underpin Family Action’s mission of ‘building stronger families’ by:* 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
 | Essential |
|  | The ability to communicate clearly and professionally through a variety of mediums with parents/carers, children, staff and professionals and excellent verbal, listening and presentation skills, including basic IT skills.  | Essential |
|  | Willing to work flexibly and outside core hours, including early morning, late evenings and occasional weekends.  | Essential |