



HALE

Health Action Local Engagement
Healthy Living Project

JOB DESCRIPTION

TITLE OF POST:	Deputy Chief Officer and Engage Project Lead
SALARY:	£24,570 pro rata
HOURS:	35 hours per week
CONTRACT:	Fixed Term contract to March 2020
RESPONSIBLE TO:	The Chief officer
ACCOUNTABLE TO:	The HALE Management Committee

PRIMARY DUTIES & AREAS OF RESPONSIBILITY

- I. To project manage the Engage Project, by:
 - a. Liaising with partners and ensuring monitoring and outcomes as per the contract are met
 - b. By regularly meeting with the commissioners to discuss the progress the project
 - c. By delivering development outreach work in targeted communities
 - d. To supervise the HALE staff involved in the Engage project
- II. To deputise as and when required by the Chief Officer
- III. To support the Chief Officer in applying for grants and contracts

1. MANAGEMENT

- To project manage and lead the Engage Project according to the set milestones and outcomes agreed with the commissioner
- Responsible for annual appraisal and development of The Engage project team
- To oversee the older people's groups
- To work across the whole HALE team and ensure coherent support and engagement
- To ensure HALE services are accessible to all groups by carefully monitoring and evaluating the variety of ethnic groups/ gender / age and, when appropriate, adapt the service to address any potential barriers.

2. STRATEGIC

- To represent HALE as and when appropriate at strategic meetings, such as the Self Care working groups, Well North meetings
- To contribute to the strategic direction of HALE by attending the HALE board meetings and by working with the senior management team
- To produce and present reports to the board
- To produce and present reports to commissioners
- To ensure that there is a clear connection between the business line of work and the charitable objectives
- To have an understanding of both the national and local health policies and how they might impact on the Community Connector project.
- To have an understanding about community development and the significance of this approach

3. DELIVERY

- To work with the Engage team, using a community asset based approach
- To have a clear understanding as to the importance of being person centred so that the key barriers that prevent people from accessing health services or from managing their own health can be addressed
- To be responsive and flexible in your approach.

4. FUNDING AND MARKETING OF HALE

- To work with the Chief Officer in identifying opportunities for HALE to apply for ongoing funding
- To assist the Chief officer in the preparation of bids for funding
- To take initiative when opportunities arise that can support all of HALE's work.
- To develop links with local business and stakeholders supportive of HALE

5. PERSONAL DEVELOPMENT

- To actively participate in supervision with the Chief Officer
- To actively participate in team meetings.
- To attend training and ongoing personal development

Engage Project lead and Deputy Chief Officer Person Specification

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • Post Graduate Diploma/MSc in Public Health/Health Promotion/Community Development or similar plus 12 months experience in a field relating to the post working at both strategic and operational levels. Or • Educated to degree level/relevant professional qualification plus 18 months experience in a field relating to the post working at both strategic and operational levels. Or • At least 3 years experience in a community development/health development setting working and both strategic and operational levels. • Specialist training in Community Development principles and practice. 	<p>A training qualification / course on training and experience of running training courses</p> <p>Qualification in Project Management.</p>	Application Form
Specialist Knowledge/ Experience	<ul style="list-style-type: none"> • Understanding of principles and practice of health promotion and community development • Experience of Project management • Evidence of delivering effective interventions relating to health inequalities • Experience of working with and an understanding of relevant NHS, Local Authority and voluntary sector structures, targets, initiatives and organisational cultures • Minimum of 1years full time or equivalent part time 	<ul style="list-style-type: none"> • Understanding of opportunities and constraints for community development/health promotion work in at least one major setting e.g. primary care, communities, schools. • Working experience with people with low level mental health needs and those with long term conditions • Working with 'hard to reach' groups 	Application Form Interview / Presentation

	<p>experience of managing staff and undertaking staff development and supervision.</p> <ul style="list-style-type: none"> • Experience of working with community groups • Working on own initiative and as part of a team • Practical experience of evaluating and monitoring own work • Ability to facilitate groups and give presentations 		
Circumstances / Personal	<ul style="list-style-type: none"> • Ability to write reports • Able to withstand pressures and prioritise competing demands • Knowledge of Bradford district • An ability to assess risk in different community settings 	<ul style="list-style-type: none"> • Ability to speak a community language • Able to contribute to the development of policies and strategies relating to community health and community development issues 	Application Form Interview
Practical & Intellectual Skills	<ul style="list-style-type: none"> • Communication, presentation and influencing skills • Ability to communicate on a range of levels sensitively and in a way that will bring about change – be it to GP's or local people. • Ability to plan, deliver and evaluate health promotion activity both for workers and community groups/individuals. • Report writing • Problem solving skills • Computer literate including word processing • Ability to work on own initiative 	<ul style="list-style-type: none"> • Ability to think strategically and turn ideas into action. • Research skills • Ability to work and network across a range of settings and agencies / organisations and at a range of levels 	Application Form Interview
Disposition, Attitude, Judgement	<ul style="list-style-type: none"> • Willingness to actively participate in team meetings, development opportunities and learning networks • Have excellent communication skills – both oral and 		Application Form Interview

	<p>written</p> <ul style="list-style-type: none"> • Have a 'can do' approach to work • Demonstrate empathy and understanding for others • Be flexible and enthusiastic • Ability to meet deadlines • Demonstrate commitment to equality and respect for diversity • Adherence to all aspects of the Data Protection Act 1998 and HALE confidentiality policies • Self motivated 		
Other	<ul style="list-style-type: none"> • Ability to travel around the area in accordance with work requirements • Ability to drive and access to own transport • Flexible approach to working hours (including occasional evenings and weekends) • Must be eligible to work in the UK 		Application Form Interview