**JOB DESCRIPTION**

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| **TITLE OF POST:** | New Families Connect - Support Officer |
| **SALARY:** | £ 24,496 pro rata based on 35 hours per week + pension contribution (Salary review pending) |
| **HOURS:** | 24 hours per week |
| **CONTRACT:** | 12 months |
| **RESPONSIBLE TO:** | Healthy Communities Service Manager  |
| **ACCOUNTABLE TO:** | The HALE Trustee Board  |

1. **JOB PURPOSE**

To plan and deliver maternity health information sessions & workshops for pregnant persons, in both GP Practice and community settings. To work with patients within the PCN 10 footprint. To provide accurate and current information for pregnant people (16-32 weeks gestation) to improve their health, thus empowering families and parents to make informed choices on their health and wellbeing.

1. **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**
* To create a safe space, enabling open conversations with patients, to provide key health messaging information.
* To plan and deliver a timetable of information/conversation sessions within community venues and GP settings.
* To plan workshops where patients can meet with maternity service providers to share information (maternal health, vaccinations and immunisation etc).
* To plan and deliver culturally appropriate sessions/activity which meets the needs of the area demographics and patient groups.
* To work closely, both alongside & within GP settings thereby enabling participants to access appointments through the Enhanced Access Service.
* To liaise with a range of maternity education services e.g. Maternity Circles, Maternity Neonatal Voices Partnership (MNVP), Maternity Services at Bradford Teaching Hospital.
* To utilise and share local and national approved NHS materials to improve the health and wellbeing of parents to be and parents of children under the age of four.
* To collate insight, produce case studies and evidence of impact.
* To adhere to the HALE’s policies and procedures including, Safeguarding, Data Protection and confidentially and equal rights policies in all aspects of the work.
* To carry out such other appropriate tasks as required to meet the aims and objectives of the organisation.

**Monitoring and Evaluation**

* To collect, collate and maintain data using approved internal systems and processes.
* Provide support to the Healthy Communities Service Manager with the production of reports for monitoring and evaluation of services.

1. **PERSONAL DEVELOPMENT**
* Actively participate in supervision with the Healthy Communities Service Manager.
* Actively participate in team meetings and partner meetings as required.
* Undertake a range of mandatory and role specific training to enhance your continued personal development.
1. **SPECIAL WORKING CONDITIONS**
* Travel around the Bradford District and when required to regional and national locations.
* Flexible, hybrid working opportunities with occasional working of early evenings and weekends.
1. **REHABILITATION OF OFFENDERS ACT 1994**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by HALE. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

1. **JOB DESCRIPTION AGREEMENT**

Jobholder’s Signature:………………………………… Date:………………………

**New Families Connect – Support Officer - Person Specification**

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| **ATTRIBUTE** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **Qualifications & Training**  | * Educated to good level with qualifications / 5 or more GCSEs
 | * A level or equivalent qualifications
* A health, lifestyle coach qualification
* Making Every Contact Count training
* Motivational Interview Training
 | Application Form |
| **Specialist Knowledge/ Experience** | * Experience of engaging and working with disadvantaged groups /communities around health and wellbeing.
* Experience of devising, planning and delivering group sessions around health and wellbeing topics.
* Experience of sharing approved health and wellbeing information either one to one or in group settings
 | * Experience of delivering maternity related health support and/or information to individuals and groups.
* Experience around sharing information on vaccination /immunisations programmes.
* Experience of delivering activities/work areas within a GP setting.
* Ability to speak a community language

(e.g. Urdu, Punjabi, Gujarati, Bengali, Arabic, Polish, Hungarian etc).  | Application Form Interview / Interview Case Study |
| **Practical & Intellectual Skills** |  * The ability to communicate well with a range of people both inside and outside the organisation.
* Good organisational skills including effective time management and multi-tasking.
* Ability to deal with sensitive information with professionalism and maintain confidentiality at all times.
* Communication, influencing skills
* Report writing
* Problem solving skills
* Computer literate including word processing
* Ability to work on own initiative
 | * Experience of using shared systems i.e. Systm1, Mymup, EPR.
* Experience using Microsoft Office including Word and Excel
 | Application Form Interview |
| **Disposition, Attitude, Judgement** | * Willingness to actively participate in meetings
* Have excellent communication skills – both oral and written
* Have a ‘can do’ approach to work
* Be flexible and enthusiastic
* Be non-judgemental
* Demonstrate commitment to equality and respect for diversity
* Adherence to all aspects of the Data Protection Act 1998 and HALE confidentiality policies

  |  | Application FormInterview |
| **Other** | * Willingness to undertake a basic Disclosure and Barring Service (DBS) check
* Ability to travel around the area in accordance with work requirements
* Flexible approach to working hours (including occasional evenings and weekends)
* Must be eligible to work in the UK
 |  | Application Form Interview |