

JOB DESCRIPTION

Healthy Schools Officer

MAIN PURPOSE

The post-holder will support the planning, co-ordination, and evaluation of the Cambridgeshire and Peterborough Healthy Schools Service

SUMMARY OF RESPONSIBILITIES AND DUTIES

- Support the Healthy Schools Coordinator to ensure the Health Schools Service is of high profile and there is strong awareness of the multi-agency work involved.
- Work collaboratively with partner organisations to ensure consistent service delivery is implemented, both strategically and operationally.
- Be responsible for the promotion and delivery of the youth smoking prevention programme across Cambridgeshire and Peterborough and work collaboratively with external specialist services.
- Be an ambassador for the service; develop and maintain professional links with key partners / stakeholders, community groups / networks and forums, to continue and further develop the multi-agency approach to working which has been established.
- Contribute to the development of a comprehensive directory of up-to-date evidence based information as well as resource and activity material which schools can use to support the implementation of the Health Education curriculum.
- Assist schools to self-assess their provision of Health Education through the completion of a Health Profile and to sign post to quality assured services for support.
- Facilitate schools to become 'Healthy Schools' accredited establishments through identifying their achievements as well as key areas for development.
- Deliver and be accountable for the achievement of an agreed set of KPIs - particularly for the youth smoking prevention programme - that contribute to the achievement of total KPIs across the Healthy Schools programme.
- Ensure a commitment to equal opportunities is reflected at all stages of project planning, implementation, delivery and evaluation, in line with agreed service standards.
- Take an active part in extending professional knowledge and assist colleagues with ongoing skill development
- The post holder is expected to work within the requirements of the 6 C's – Care, Compassion, Competence, Communication, Courage and Commitment.
- Contribute to the growth of Everyone Health by working collaboratively and supportively with colleagues to develop the portfolio, with involvement in and management of relevant projects where necessary.

PERSON SPECIFICATION

1. SKILLS & ABILITIES

- Ability to motivate and support schools to achieve accreditation.
- Excellent written, verbal, non-verbal communication and presentation skills.
- Good communicator with children and young people, parents and carers.
- Ability to work collaboratively and sensitively with a range of school staff and partner organisations.
- Planning and organisational skills, with the ability to set objectives, prioritise, provide sound judgement and decision-making, often within tight timescales.
- Good interpersonal skills, with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers.
- Proven problem-solving skills and ability to be flexible, and exercise sound judgement and decision-making.
- Ability to work as part of a multi-disciplinary team, valuing the contribution of others.
- Ability to work independently using own initiative, as well as a highly effective team member, working collaboratively to ensure successful outcomes.
- Flexible and adaptable approach to working, with a “can do” attitude.
- Value and respectful of other people – regardless of background or circumstances.
- Able to respect confidentiality

2. KNOWLEDGE

- Sound knowledge of challenges to achieving health improvement of school children and their families.
- Knowledge of the statutory guidance for Health Education and the standards of the OFSTED framework
- Experience of working with children and their families in a variety of settings
- Computer literate and able to use databases, social media and on-line conferencing platforms
- Knowledge and understanding of Child Protection and Confidentiality
- Sound knowledge and understanding of the Data Protection Act and Information Governance.

3. EXPERIENCE

- Experience working within a school setting
- Experience in promoting health improvement services and campaigns
- Use of behaviour change models within a work context.
- Have experience in building, developing and maintaining effective relationships with key stakeholders and a diverse range of groups, organisations and agencies
- Have experience of training and delivery of courses
- Evidence of implementing changes to achieve an improved outcome – in relation to the health and /or education of others.
- Experience of working to time managed performance targets and achieving these.

4. QUALIFICATIONS

- Diploma or degree of Higher Education (desirable)
- Training qualification (desirable)

5. SPECIAL CONDITIONS

- Highly motivated self-starter with resilience, determination and the ability to see tasks through to completion.
- Role occasionally incorporates evening / weekend working, with variable high levels of travel across Cambridgeshire and Peterborough, working in a variety of settings.
- Ability to travel across Cambridgeshire and Peterborough as required
- Driving Licence and access to a car with 'business insurance' for work.
- Flexibility to support the Integrated Lifestyle Service in Cambridgeshire, as business requires.
- Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge
- This post involves working with children and young people / and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

6. SAFEGUARDING

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.