

JOB DESCRIPTION

Specialist Health Trainer Coordinator

MAIN PURPOSE

The Specialist Health Trainer Coordinators key responsibility is to co-ordinate Specialist Health Trainer service delivery as part of the Healthy You Service. Specialist Health Trainer Services include:

- ✓ Diabetes Health Trainer
- ✓ Eastern European Health Trainer
- ✓ Carer Health Trainer
- ✓ Alcohol Health Trainer

The post holder will:

- ✓ Provide a leadership role in the planning, development and co-ordination of the Specialist Health Trainer Services.
- ✓ Leadership and line management of Specialist Health Trainers and be responsible for supervision and day to day management
- ✓ To take accountability and responsibility for KPIs and ensure weekly/monthly updates are provided to the Service Manager.
- ✓ To lead on engagement in these areas to ensure that services are embedded in the wider system approach

SUMMARY OF RESPONSIBILITIES AND DUTIES

The Health Trainer Coordinator will:

- Support the Service Manager and Operational Leads to ensure the service is of high profile and there is strong awareness in relation to the referral pathway to access the service
- Ensure the Specialist Health Trainer service delivery provides a consistent, continuum of support, aiding service users with navigation of their pathway / interventions.
- Assist in service development to raise the profile of Healthy You within and across the local networks, supporting the co-ordination of interventions across Cambridgeshire and Peterborough.
- Identify and engage with individuals from agreed target groups and communities to facilitate communication regarding promoting their health and wellbeing, and the Healthy You.
- To liaise with key partner organisations such as, work places, community organisations, community centres to promote and embed the Healthy You service within these settings.
- To work and be based in the local community to identify local leaders, champions and advocates, to ensure that the service develops in line with local need and is embedded in the local community.
- Support the service's volunteer engagement strategy and encourage local volunteer health champions and ambassadors for the service.
- To champion and adhere to processes and procedures to identify and strive for continuing improved quality throughout the patient's pathway, together with robust data management.
- Deliver against an agreed set of KPIs that contribute primarily to the Specialist Health Trainer targets.

- To meet internal and external performance management requirements including weekly, monthly and quarterly reporting targets for a variety of measures.
- Be responsible for ensuring rigorous and regular data inputting to ensure accurate records are maintained in accordance with Everyone Health procedures, to ensure compliance with Information Governance and Data Protection in relation to patient information.
- Take an active part in developing own knowledge and skills of others by mentoring, supervision and review.

PERSON SPECIFICATION

1. SKILLS & ABILITIES

- Excellent written, verbal, non-verbal communication and presentation skills.
- Computer literate – ability to maintain and monitor information systems in line with the national minimum dataset and adapt to reflect local needs.
- Able to plan and organise a number of complex activities and programmes
- Able to take specific deliverables and use appropriate policies, principles and guidelines to ensure successful delivery.
- Allocate work and provide overall line management and day to day supervision to staff employed in a variety of settings and localities.
- Supportive and encouraging to people in difficult (sometimes frustrating) situations.
- Flexible and adaptable approach to working.
- Value and respectful of other people – regardless of background or circumstances.
- Able to respect confidentiality.
- Good empathy skills.

2. KNOWLEDGE

- Sound knowledge of challenges to achieving health improvement amongst vulnerable and deprived communities.
- Sound knowledge of application of behavioural change theoretical principles, to facilitate, motivate and empower individuals / local communities to make substantive and sustainable behaviour change
- Knowledge of community engagement principles
- Good knowledge and understanding of the communities/people being supported by the Specialist Health Trainer service
- Sound knowledge and understanding of key elements to maintain a healthy lifestyle, including physical activity, healthy eating and weight management.

3. EXPERIENCE

- Experience of developing effective relationships with key stakeholders
- Experience of providing health promoting initiatives/services in the local community
- Experience of supervising staff
- Experience of writing reports, procedures, policies and health promotion communications for wide circulation.
- Experience of recruiting and developing new teams

4. QUALIFICATIONS

Educated to health-related degree level (or equivalent) or relevant experience/qualifications in project management

5. SPECIAL CONDITIONS

- Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
- Role incorporates evening / weekend working, with variable levels of travel across Cambridgeshire and Peterborough
- Full UK Driving licence and access to a car for work- with 'business purposes' insurance.
- Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
- This post involves working with vulnerable adults 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 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.