



The Trust for Developing Communities

JOB DESCRIPTION

Part-Time Community Health Checks Outreach Co-ordinator

Reports to:	The Trustees, through Line Manager in the first instance.
Hours:	15 hours per week 2 Year Fixed term contract
Salary Scale:	TDC Scale 3 (NJC Points 26 to 32), starting salary Point 26 - £22,937 pro rata, pay award pending.
Work base:	At office bases in Brighton & Hove.
Holidays:	25 days per year holiday a year plus 3 additional days over Christmas/New Year, pro-rata.
Probationary period:	There will be a 26 week probationary period, at the end of which an assessment will be conducted.
Pension:	After successful completion of the 26 weeks probationary period, the TDC pays a contribution equal to 6% of salary into TDC's Pension Scheme with Aegon Scottish Equitable.
Unsocial Hours:	Whilst staff will normally work during Monday to Friday, occasional weekend working is sometimes required and some evening work is necessary in this post.
Time off 'in lieu':	There is no facility for overtime pay. If it is necessary to work more than the contracted number of hours this must be agreed with TDC. Time off in lieu will normally be granted. Such time off must be claimed within one calendar month unless agreed otherwise.

PURPOSE OF JOB:

To carry out community outreach to raise awareness of the NHS health check programme and improve the uptake of health checks, particularly amongst those 40-75 years, particularly men. The project is based in neighbourhoods that TDC works in, where there are high levels of multiple deprivation. This includes: Hollingdean; Tarner and Eastern Road; Portland Road and Clarendon; Portslade; Queen's Park Craven Vale (QPCV); and Moulsecoomb.

The worker will be responsible for working with 40-75 year olds in communities, focusing on men, to build and expand existing health outreach work; and co-ordinate with volunteers, GPs, Health Development Nurses and other stakeholders.

The worker will follow a community development approach. They will co-ordinate and carry out scoping of the situation. They will identify community health groups to involve people in identifying the needs of the community. They will support identified groups of volunteers to provide information about health checks and encourage uptake through community events. The co-ordinator will provide support to volunteers through supervision and training. They will work collaboratively with partners. They will collaborate with key partners including GP, health development nurse, and set up a database and tracking system. The co-ordinator will develop a referral and signposting system with the GPs and health development nurses.

MAIN RESPONSIBILITIES OF THE COMMUNITY OUTREACH HEALTH CHECKS CO-ORDINATOR

1. To follow a community development and empowerment approach to delivering health and wellbeing interventions, specifically health checks, to benefit communities in areas of deprivation. To work with community development workers (CDWs) to embed health messages in community activity.
2. To co-ordinate and carry out scoping of the situation; to review relevant health reports and health check data and analyse according to inequalities; to work with Public Health to identify existing experience of delivery of health checks; to identify stakeholders, particularly the situation with regard to reaching men.
3. To build relationships with service providers, GPs, Health Development nurses, voluntary sector partners, PPGs, and other stakeholders.
4. To raise awareness about health checks project and about health issues; and co-ordinate training of staff team.
5. To identify existing or set up new community health groups with neighbourhood CDWs to involve people in identifying health needs of the community and facilitate planning with anchor groups about health issues in the area (e.g. through existing Local Action Teams, Health groups, Healthy Neighbourhood Fund groups, etc.)
6. To identify and co-ordinate volunteers, including planning with them how to promote health awareness and uptake of health checks to further extend outreach to deprived communities, particularly men.
7. To provide support and supervision to volunteers, according to TDC's volunteer and supervision policies, including facilitating DBS checks, facilitating expenses, regular volunteer supervision and peer support meetings, training needs analysis, etc. (using TDC's existing Volunteer learning unit systems). To organise training for volunteers so they are able to raise awareness about and encourage sign up to health checks.
8. To support implementation of community health group plan e.g. through community meetings, public events. To support groups to identify and book suitable venues for community health checks e.g. local community halls, mosques, churches, sports halls, etc. To support groups to meet regularly.
9. To work with health development nurse/GP and volunteers to deliver reminders and health checks in above venues.
10. To coordinate with health development nurses and GPs to agree and develop a database:
 - to keep contact details of all individuals contacted through outreach
 - to keep record of reminders and invitations to individuals to attend health checks
 - to track those due to attend health checks and follow up of those who did not attend
 - to keep track of data outcomes forms completed
 - to track referrals and signposting to other services
11. To submit data outcome forms completed by nurses following check, to GP; and follow up individuals who did not attend.
12. To agree and coordinate process for CDWs and volunteers to make referrals and appointments for a check; and system of signposting individuals as appropriate (health trainers, weight management, community alcohol team, stop smoking and wellbeing).
13. To work with anchor groups and volunteers to review process; and carry out outreach / door-knocking/ facilitate focus groups to discuss how to increase uptake.

14. To liaise with Commissioner, Public Health and CCG, to collaborate with GP practices, including GPs, receptionists and practice managers; and Health Development nurses in order to ensure their input in design and to support delivery of the service. To liaise with other relevant services (e.g. Healthy Weight service; Brighton & Hove Food partnership; Albion in the Community; community alcohol team, NHS stop smoking service, etc.)
15. To carry out monitoring against work plan and targets.
16. To ensure that TDC's commitment to a high quality community development approach is always paramount.
17. To provide regular written reports for the Board of Directors, funding agencies and other bodies as may be required.
18. To prepare funding applications, where appropriate, and ensure where applications have been successful, that funds are used for the purposes outlined in the application.
19. To establish, and maintain, good working relationships with other relevant agencies (e.g. Schools, Police, Community Participation Officers, GPs, Brighton and Hove City Council), local community groups and organisations.
20. To operate within, and contribute to the development of, TDC's established administrative and financial practices, taking responsibility for budgets and financial accountability, where delegated by the Line Manager.
21. To, implement and promote TDC's Equality & Diversity Policy. All staff are required to be active against prejudice from colleagues, community members and all others. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of TDC's work.
22. To undertake all other reasonable tasks and responsibilities as requested by the Line Manager.

The post-holder will be supported in delivering all of the above by their Line Manager and regular supervision sessions will be provided.

The Trust for Developing Communities

PERSON SPECIFICATION

Part Time Community Health Checks Outreach Coordinator

Skills and Experience required

PRIORITY:

1. Experience of direct community development work with deprived communities and experience of work with communities in a group setting, highly developed group work skills or evidence of the ability to facilitate participant-led workshops.
2. Experience of working with community groups around health issues and health awareness and skills in community health communication.
3. Sensitivity to ways of communicating with 40-74 year olds, especially men and with different cultural and ethnic groups, with people whose first language is not English,
4. Experience and knowledge of working collaboratively with key community and voluntary sector organisations, statutory services and commissioners, such as GPs and Health Development nurses.
5. Experience or skills in recruiting, supporting and supervising volunteers.
6. The ability to work as part of a team on the project, taking responsibility for the work area whilst accepting guidance and supervision; and to be flexible in approach.
7. Ability to present information clearly, to a high standard, both written and oral, including presenting to a public audience.
8. Demonstrable skills in working independently; setting priorities, developing projects, meeting deadlines, managing expectations and delivering results.
9. A clear commitment to a community development approach and a belief in people having the capacity to do things for themselves.
10. Knowledge of health awareness on cardiovascular disease, diabetes and/or dementia advantageous.

STANDARD:

1. Administrative skills, including reporting, monitoring and evaluation of the work.
2. Computer literacy, including the use of word processing, spreadsheets and email. Skills in developing and updating databases (for tracking and follow up of health checks information).
3. The ability to work on own initiative and manage own workload.
4. A commitment to equal opportunities practice.