

Local HENRY Coordinator

Overview of role and responsibilities



As part of HENRY's Partnership Model each commissioning area will need to identify a local practitioner to take on the role of local HENRY Coordinator. This is to help ensure good local reach and that HENRY programmes run smoothly – and to achieve the best possible outcomes for families. **Please share this document with the line manager of your local Coordinator.**

The time needed to act as Coordinator depends on the number of programmes delivered and the number of Facilitators, but it is usually not less than 1 day a week (ideally 1½ days). Coordinating an additional age-range (e.g. 0 to 5 and 5 to 12) typically takes an extra 40% more time.

The local HENRY Coordinator role involves:

- Coordinating dates and times of HENRY programmes & workshops running locally
- Supporting the promotion of programmes & workshops and recruitment of families
- Working with local services and with HENRY to develop effective referral pathways and eligibility/priority criteria to ensure the families who need it most can access HENRY support
- Being in regular contact with your local HENRY Facilitators to support their delivery, practice improvement, and to address any specific local challenges
- Arranging & delivering one or more Practice Development sessions (~90-mins) for Facilitators each term, ensuring that all Facilitators delivering HENRY family support participate
- Carrying out periodic support visits to observe and feedback on Facilitators' delivery
- Ensuring Facilitators complete HENRY's short online forms for every programme/workshop
- Ensuring Facilitators support all parents to complete baseline and completion questionnaires
- Monitoring feedback from participants and Facilitators via the Data Access System (DAS) to ensure high quality delivery and good data return
- Liaising with local commissioners to keep them up-to-date on plans, challenges, and successes. This includes sharing reports and advising when additional training is required
- Ordering and distribution of HENRY programme/workshop resources

To help gain the skills and experience they need, local HENRY Coordinators will:

- Attend HENRY Core Training and HENRY Group Facilitation Training or online equivalents
- Run at least one HENRY *Healthy Families* or *Preparation for Parenthood* programme
- Arrange an initial local Practice Development session to co-lead with your HENRY Partnership Support Officer
- Attend one or two online 'Coordinator Days' annually – these are a chance to meet other Coordinators, understand new developments, and share good practice

To support the local Coordinator HENRY will:

- Co-deliver the initial local Practice Development session together with the local Coordinator
- Provide reports annually on outcomes for local programmes and workshops on request
- Be available – over phone and email – to discuss any issues that arise and to share learnings and best practice from other areas
- Provide support and guidance in a scheduled video or telephone call each term
- Hold 'Coordinator Days' 2-3 times a year and offer connections with other local HENRY Coordinators to share challenges, learning, and good practice
- Share participant responses and outputs, subject to signing our standard Data Sharing Agreement

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The conditions needed for success



To help your local Coordinator make HENRY a success in your area, please:

Prior to training

- Identify your local HENRY Coordinator in advance of training
- Share this document with them ahead of them taking on the role
- Ensure they are keen to take on the role of HENRY Coordinator and that they will have enough time to take on these important responsibilities
- Secure the buy-in and support of their line manager, including the understanding of what is involved (see above)
- Ensure that those identified to deliver HENRY programmes/workshops (Facilitators) have the right [skills and qualities](#), understand that they are being trained to deliver HENRY, have time to attend training, and have enough time to deliver programmes/workshops subsequently
- Secure the buy-in and support of each Facilitator's line manager
- Facilitate the signing of our standard Data Sharing Agreement to allow HENRY to share participant responses and outputs

Once up and running

- Ensure your Coordinator:
 - Attends both HENRY Core Training and Group Facilitation Training (GFT)
 - Books in a video call with our Partnership Support Officer prior to the GFT
 - Carries out their role in accordance with the above role description
- Arrange for regular communication and meetings between Coordinator and commissioner
- Join a start-up roundtable meeting to include: key people at HENRY, the commissioner, your local Coordinator, their line manager, and other key stakeholders e.g. Family Hubs, Health Visiting etc
- Ensure Facilitators deliver at least 1 programme (or 6 workshops) within 12 months of being accredited as a HENRY Facilitator (and annually thereafter) to maintain their accreditation

To support strong uptake

- Secure the buy-in of key referrers e.g. Family Hubs, Health Visiting, School Nursing, Schools etc
- Set up clear referral pathways and processes – HENRY can support you with this
- Make good use of routine appointments (e.g. booking appointments, mandated health checks) with key referrers to ensure the offer of joining a HENRY programme is made consistently
- Consider commissioning HENRY's online *Raise, Engage, Refer* training
- Think about how best to promote programmes/workshops with key services in existing forums
- Promote HENRY programmes/workshops widely – on social media (your own service and other key services) in Family Hubs, maternity units, schools, GP surgeries, community events and more
- Speak to your Partnership Support Officer at HENRY about available HENRY promotional materials including: social media JPEGs, leaflets, posters, and banners
- Set up an easy-to-use online self-referral tool – HENRY can advise
- Consider running HENRY workshops as taster sessions and for a diverse offer
- Consider offering a mix of online and face-to-face programmes/workshops to offer parents choice
- For *Healthy Families: Growing Up* have HENRY-trained practitioners make NCMP letter follow-up calls, so they use their HENRY skills to build a trusting relationship with the parents. Move the conversation away from weight so those they are calling don't feel they are being targeted