

Local HENRY Coordinator

Overview of role and responsibilities



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

The time involved depends on how many programmes are delivered and the number of facilitators, but is typically 4 to 5 days per month per HENRY age-range (e.g. 0 to 5, 5 to 12). Where more time is available this is helpful.

The local Coordinator role involves:

- Coordinating dates and times of HENRY programmes running locally
- Supporting the promotion of programmes and recruitment of parents
- Being in regular contact with HENRY Facilitators to support their practice and address any locally specific issues
- Working with local services and with HENRY to develop referral pathways and eligibility/priority criteria to ensure the families who need it most can access the programme
- Ensuring participation in one or more Practice Development sessions by facilitators each term, delivered by the local Coordinator or by HENRY
- Carrying out periodic support visits to observe and feedback on Facilitator delivery
- Ordering and distribution of HENRY resources
- Ensuring completion of online programme forms by Facilitators and the distribution by Facilitators of online participant baseline and completion questionnaires
- Monitoring feedback from participants and facilitators to ensure high quality delivery
- 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

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

- Attend HENRY Core Training and HENRY Group Facilitation Training. Or, participate in our Online Programme Facilitation Training
- 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 'Coordinator Days' annually (in-person or online) – these are a chance to meet other Coordinators 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 termly on outputs and outcomes for local programmes
- Be available – over phone and email – to discuss any issues that arise and to share learnings and best practice from other areas
- Provide support in scheduled video or telephone calls each term
- Hold 'Coordinator Days' twice a year and offer connections with other local Coordinators to share challenges, learning, and good practice
- Share participant responses and outcomes, subject to a signed Data Sharing Agreement