



**HENRY**

**Volunteer Coordinator  
Healthy Start Mentor Programme  
Reaching Communities  
Application Pack**



## About HENRY

Childhood experiences last a lifetime - so every child deserves the best possible start in life. And although parents want a happy healthy future for their children, family life isn't always easy. We make sure families get the support they need so that they and their children are able to flourish throughout childhood and beyond.

HENRY is the leading national provider of evidence-based services to support a healthy start. We are currently working in partnership with NHS trusts, public health teams, children's services and other partners in around 40 local authorities. We support parents to transform family life for the better in all sorts of ways – including emotional wellbeing, family relationships, parenting skills, infant feeding, the home learning environment, improved nutrition and getting more active.

### Our service offer

- Training for practitioners, equipping them with the confidence, understanding and skills to create the conditions for positive change in their work with families
- Family support services, including a wide range of workshops, group programmes, individual support, resources and online help
- Creating healthier communities through volunteering and supporting a healthy start in childcare settings

### Our values

- **Partnership:** parents are the experts in their own family so we start with their experience and support them to make changes that they believe will lead to a healthier and happier life.
- **Strengths-based:** we acknowledge and build on all the things that are going well, fostering hope and self-belief.
- **Person-centred:** families face different challenges - we get alongside families and listen, building a relationship based on trust and empathy.
- **Respect:** we value families for who they are and seek to understand rather than judge.
- **Inclusive:** we find out about the difficulties that some families face in accessing support and work proactively to overcome barriers.
- **Excellence:** we strive to provide families with high quality and effective support, using reflective practice, evidence and feedback to improve our services.

### Our impact

HENRY family support really works:

- 97% of families who join a HENRY family programme are leading a healthier lifestyle and enjoying family life more by the end
- Independent academic evaluation shows that families make long term changes, and parents themselves describe our support as 'life-changing'.

*“For me this course helped me to break the bad habits that had been passed on to me through many generations. It’s a big change that will make the children of tomorrow healthier. As parents you want to do the best for your children and the HENRY course definitely shows you the way to achieve that.”*

Our training for practitioners is transformative:

- 99% practitioners say it met or exceeded expectation
- 71% are still using the skills they develop through our training 12 months later, with many still using them 5 years on

*“Excellent, inspirational training. I have been on many courses and this is the best one I have ever done.”*

## Our team

HENRY currently employs 45 staff. About one third are based at our national office near Oxford and half in 6 different locations (Hackney, Waltham Forest, Southend, Bradford, Leeds and Sheffield) delivering services and projects.

In addition to our employed staff team, 12 freelance trainers and 95 volunteers also play a crucial part in delivering HENRY services.

HENRY’s supportive ethos and high levels of staff satisfaction and commitment are evident in our annual staff surveys. Over 90% of staff tell us they are proud to work for HENRY, enjoy working with people at HENRY and feel they are treated with fairness and respect and that their views are listened to and valued.

## Our Projects in the North

### Working Together for a Healthy Start

*Working Together for a Healthy Start* is a project funded by the National Lottery through the National Lottery Community Fund. HENRY is working in partnership with Leeds City Council and Sheffield City Council to improve the lives of children aged 0-5 who are at risk of obesity. The project recruits and trains volunteers as Healthy Start Mentors who deliver the HENRY *Healthy Families* 1-to-1 programme with local families.

### Better Start Bradford

*Better Start* is a ten year Big Lottery funded programme to improve outcomes for children through prevention and early intervention projects with 0-3 year olds and their families. HENRY is working in partnership with Better Start Bradford to run group and 1-to-1 *Healthy Families* programmes for parents and carers of young children. We’re also training volunteers to support families in Better Start Bradford communities as well as providing training for practitioners and child care settings working in the area.

### Cooking for a Better Start

The *Cooking for a Better Start* project is also part of the *Better Start* programme. Since April 2018 we have been running 6-week programmes for parents and carers to help people learn to cook cheap, healthy meals for their family.



## Overview of role

Job Title	Volunteer Coordinator
Office Base	To be confirmed
Hours per week	Minimum 0.4fte (15 hours per week), hours and working pattern to be agreed
Salary	Band C Fixed Term contract to end August 2020
Responsible to	Regional Manager
Annual leave	30 days per year plus bank holidays (pro-rata)
Pension	Access to pension scheme with a matched employer contribution of up to 6%

### Job Purpose:

The Volunteer Coordinator will work closely with the HENRY Working Together for a Healthy Start Reaching Communities Team and the local team in Leeds to support the delivery of the HENRY Healthy Start Mentor project. Volunteer Healthy Start Mentors deliver the HENRY 1-to-1 programme to families who are unable to attend a group, with the aim of achieving a healthy lifestyle, improving health outcomes for young children and reducing health and social inequalities.

### Key working relationships:

- Regional Manager
- Volunteer Co-ordinator for Leeds and Sheffield
- Service Administrator & Data Officer

Other members of the HENRY Team in the North

- Better Start Bradford Coordinator
- Cooking for a Better Start Coordinator
- HENRY Facilitators

### Other information

The Reaching Communities Project, Working Together for a Healthy Start, is about to start the final year of a 4 Year Project ending in August 2020.

### Key Responsibilities:

#### 1. Support Volunteer Healthy Start Mentors to deliver the HENRY Healthy Families 1-to-1 Programme in Leeds

- Lead on the recruitment of HENRY Healthy Start Mentor volunteers in Leeds and support their training and development
- Undertake first visits to families with Healthy Start Mentors, completing a risk assessment, first meeting documents, pre-programme questionnaires and research consent forms

- Support Healthy Start Mentor volunteers to help overcome challenges that arise and celebrate successes.
- Provide regular one-to-one and group support to Healthy Start Mentor volunteers
- Support the evaluation of activities by ensuring accurate collection of quantitative and qualitative data.
- Work with the rest of the Healthy Start Mentor team to ensure that project outcomes are met

## **2. Attitudes, behavior and values**

- Build respectful relationships, understanding the impact of your behaviour on others and being willing to adapt it when necessary.
- Work effectively as a member of the team by consulting and sharing information with colleagues, managing your time to meet deadlines and preparing for meetings.
- Attend and contribute to local, regional and national team meetings
- Comply with HENRY data protection policy and Accessible Information Standards for public health services to meet the legal requirements of EU General Data Protection Regulations 2018 (GDPR) and to safeguard all personal data
- Maintain clear and accurate records.
- Collect family / volunteer contact details and ensure that service delivery data is accurately collected and processed to enable reliable reporting against contract requirements
- Communicate effectively with partners.
- Comply with all organisational policies and procedures.
- Support own development through on-going reading, research and supervision.
- Other duties and responsibilities as negotiated with the post holder.

**Person specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Level 3 or equivalent skill gained through experience in a relevant field (e.g. administration, databases)</p> <p>A-C GCSE or equivalent in Maths and English</p>	<p>Graduate level education or equivalent</p>
<b>Experience</b>	<p>Project coordination</p> <p>Direct work with parents or families to provide support and/ or training</p> <p>Effective working within a team</p> <p>Developing effective working relationships with partner agencies</p>	<p>Supporting and managing volunteers</p>
<b>Knowledge</b>	<p>Values and principles of working in partnership with parents</p> <p>Community volunteering</p>	<p>Understanding of evidence-based practice</p> <p>Working knowledge of public services e.g. health and early years services and school services</p> <p>Healthy lifestyles and obesity prevention</p>
<b>Skills and attitudes</b>	<p>Motivation to contribute to HENRY's work</p> <p>Working effectively as part of a team, able to provide clear explanations and support to colleagues</p> <p>Ability to motivate others and share feedback Good communication skills (verbal, written and IT)</p> <p>Self-motivated and able to work without close supervision</p> <p>Excellent interpersonal and relationship-building skills, with a warm and fluent telephone manner</p> <p>Strong organisational and planning skills, able to work on own initiative, think creatively, prioritise tasks and meet deadlines</p> <p>Modelling a commitment to a leading a healthy lifestyle</p> <p>Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions</p>	

<b>Ability</b>	Able to travel and work across the Leeds and Sheffield area and attend local, regional and national meetings.	
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### Application timetable

Deadline for applications	9 am Tuesday, 17 September 2019
Interviews	Week commencing 23 <sup>rd</sup> September

For more information please contact Sue Iddon at HENRY, 6 Elm Place, Old Witney Rd, Eynsham, Oxfordshire, OX29 4BD or [sue.iddon@henry.org.uk](mailto:sue.iddon@henry.org.uk). To submit an application please complete the application form and equal opportunities form available from our website <https://www.henry.org.uk/jobs>.