



# Job Opportunity

## Health@theHut Project Co-ordinator

### Background information

The Health@theHut Project aims to improve the health and wellbeing of local people by improving their diets, becoming more physically active, increasing their social networks and learning how to manage their own health. Young people will make healthy changes to their lifestyles, parents will pass on healthy eating habits to their children and older people will improve their fitness and confidence to continue living independently.

Do you have a proven track record engaging and involving people from diverse communities into peer support programmes? Do you have the skills to co-ordinate and provide development support to volunteers, so they can take the initiative in their communities and become champions?

We are currently recruiting a Health@theHut Project Co-ordinator who will be responsible for the successful delivery of the project. The key requirements for this post are experience of project management, working on user-led community projects, organising healthy living activities and recruiting/supporting volunteers.

We are looking for someone who is: self-organised and effective in co-ordinating others, with budget planning and team-working skills. Must be able to: engage local people as Community Champions and other volunteering roles, train and support volunteers to develop their skills and confidence, co-ordinate weekly programme of physical, healthy cooking and gardening sessions, co-ordinate community outreach and consultations, organise quarterly health campaigns and at least three community events per year, publicise activities and events within Tiverton Estate and surrounding area and lead on gathering and inputting data/feedback and recording/sharing lessons learned.

### About the Bridge Renewal Trust

The Bridge Renewal Trust is a charity based in Tottenham. Our main purpose is to deliver practical ways that people can live healthier and fulfilling lives – thus playing our part in working towards reducing health inequalities and building stronger communities. We do this by tackling underlying drivers of poor health and wellbeing.

Our vision is to work closely with local people and partners for a Haringey without health inequalities and where people live healthy, long and fulfilling lives.



### **About the Bridge Community Hut and this post**

The Bridge Community Hut is a two-storey community facility on the Tiverton estate. It is set in gardens that are close to community green space. The ground floor has community kitchen and eating area; upstairs is a multi-use community room and office.

This post is funded by the Big Lottery Fund. We are committed to being an inclusive employer and we are happy to consider flexible working arrangements. We would welcome applications from candidates who are seeking part time work as this role is open to job share.

### **How to apply**

To apply, please email or post your CV with contact details of two referees, a supporting statement demonstrating how you meet the requirements set out in the Person Specification and completed equal opportunities monitoring form to [admin@bridgerenewaltrust.org.uk](mailto:admin@bridgerenewaltrust.org.uk) or send by post to The Bridge Renewal Trust, Laurels Healthy Living Centre, 256 St Ann's Road, London, N15 5AZ.

### **Timescale:**

- Application deadline: 26 March 2018, 12 noon
- Interview date: 29 March 2018



## **Job Description**

<b>Job Title:</b>	Health@theHut Project Co-ordinator
<b>Responsible to:</b>	Community Empowerment Manager
<b>Responsible for:</b>	Volunteers as appointed
<b>Salary:</b>	£25,000 - £28,000 per annum pro rata + 6% pension
<b>Hours:</b>	21 Hours per week – flexible including weekends and evenings
<b>Holiday:</b>	25 days plus bank holidays - pro rata
<b>Based at:</b>	Bridge Community Hut
<b>Contract:</b>	Part time, Permanent contract

## **Purpose of Job**

As the Health@theHut Project Co-ordinator, you will plan and co-ordinate a series of physical activities, healthy cooking and gardening workshops including after school and weekend programmes for families, older people and young people including engaging and involving hard to reach groups from diverse communities into peer support programmes at the Bridge Community Hut. In particular, you will be responsible for:

1. Engaging local people as Community Champions and other volunteering roles.
2. Training and supporting volunteers to develop their skills and confidence, co-ordinate weekly programme of physical/other activities.
3. Co-ordinating weekly healthy cooking and gardening sessions for local people.
4. Co-ordinating community outreach and consultations, organising quarterly health campaigns and at least three community events per year.
5. Publicising activities and events within Tiverton Estate and surrounding area.
6. Leading on gathering and inputting data/feedback and recording/sharing lessons learned.



## **Principle Tasks**

### **Service delivery and project management**

1. To engage local people as Community Champions and other volunteering roles.
2. To engage and involving hard to reach groups from diverse communities into peer support programmes
3. To engage with young people and adults from Tiverton and the local area and to co-ordinate delivery of a series of physical activities, healthy cooking and gardening session at the Hut.
4. To deliver the Social prescribing and mental wellbeing component of the Health@Hut programme.
5. To ensure monitoring and performance reporting of the Health@theHut programme.
6. To recruit Community Champions and provide training/support, to enable them to lead healthy living activities and carry out community consultation and to provide mentoring, coaching, anger management and other activities for young people to help them improved mental health through.
7. To recruit specialist facilitators and trainers as required.
8. To promote the services by producing and disseminating promotional materials that engage local people and volunteers into activities at the Hut. This includes: using face to face outreach, ensuring estate notices are up to date, ensuring the website is up to date and effective use of social media.
9. To engage families, older people and young people to carry out physical, health cooking, gardening and other activities to maintain a healthy lifestyle and care for their own physical mental health and to help them reduce social isolation.
10. To engage parents and their family to improve their diet and gain a better understanding of healthy cooking and eating.
11. To engage parents and their children to spend more family time together by taking part in the activities run at the Hut.
12. To manage the budget for the Health@theHut project and recording all expenditure appropriately.

### **Leadership and management of people**

13. To support and supervise relevant facilitators and volunteers to ensure performance targets are met.
14. To lead by example, upholding Bridge codes of conduct, policies, working practices.
15. To lead by example by modelling healthy living practices whilst in work.

### **Income generation and fundraising**

16. To support income generation and fundraising applications and tenders for the Hut in line with the Trust's fundraising strategy.



17. To identify funding opportunities or in-kind support in order to be able to extend and expend the programme of activities at the Hut.

#### **Community involvement**

18. To engage local residents to increase their connections with other community groups and different generations.
19. To contribute to work with local communities to build and sustain community capacity and seeking local solutions to community identified issues and priorities; and ensure that the Trust acts as a 'voice' for local residents.

#### **Partnership working**

20. To work with partner agencies, particularly with local schools and local community voluntary organisation to ensure the Hut is used by all those in the local community who could benefit from accessing the Health@theHut programmes.
21. To contribute to initiatives to develop partnerships including developing and maintaining effective working relationships with local residents, Trust service users, schools, local representatives, voluntary and community groups, statutory and public sector organisations, businesses and funding bodies.
22. To work collaboratively with internal and external partners to identify and secure funding streams and resources to support delivery of the Trust's objectives.

#### **Team working**

23. To promote a positive team environment and work well as part of the Trust staff team to co-ordinate activities and resources in order to meet Trust charitable purpose.
24. To use and contribute to the effective use of: outlook, shared drives and the website to ensure good internal communications and a team approach.

#### **Customer care**

25. To be responsible for promoting high levels of customer care within your own areas of work.

#### **Equality**

26. To understand, promote and implement the Trust's equality policy, recognising social and cultural diversity in the delivery of services, access to facilities and volunteer supervision.



## General

27. To comply with the statutory provisions of all Health and Safety, associated legislations and all Trust policies and procedures including commitment to ethical and environmentally sustainable practices.
28. To be able to work flexible hours to meet community needs including working evenings and weekends.
29. To undertake appropriate training as and when required.
30. To recognise that the above-mentioned responsibilities are neither exclusive nor exhaustive and the post holder may be required to carry out other duties commensurate with the grade of the post.

## Person Specification

	Criteria	Essential/ Desirable	Assessment Method
<b>1. Qualifications</b>	a) Nationally recognised youth or community work qualification	Desirable	AF
	b) Commitment to/evidence of continuous professional development	Essential	AF
	c) Food Hygiene and/or Physical activities	Desirable	AF
	d) Teaching/training qualification	Desirable	AF
<b>2. Experience</b>	a) A minimum of two years' experience (paid or voluntary) of working with parents, young people and/or older people; building and supporting local community involvement and facilitating community activities.	Essential	AF/I/A
	b) Experience of delivering or co-ordinating one of more of these activities: healthy cooking, gardening and physical activities sessions/workshops in a community setting.	Essential	AF/I
	c) Experience of partnership working and community engagement.	Essential	AF/I
	d) Experience of recruiting, supporting and supervising volunteers.	Essential	AF/I/A
<b>3. Skills, Knowledge &amp; Abilities</b>	a) Excellent interpersonal and communication skills including the	Essential	I/A/E



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	<p>ability to produce presentation materials to a range of audiences.</p> <p>b) Excellent team working skills.</p> <p>c) Ability to plan, organise and prioritise work to meet tight deadlines.</p> <p>d) Understanding and knowledge of equality legislation and health and safety regulations.</p> <p>e) Understanding of safeguarding children and adults.</p> <p>f) Proficient in the use of Information Communications Technology including MS Office and social media tools.</p> <p>g) Readiness to work flexibly, recognising the need to work occasional evening and weekend.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>I</p> <p>I</p> <p>AF/I</p> <p>AF/I/E</p> <p>I</p> <p>I</p>
4. <b>Other requirements</b>	a) Willingness to undergo enhanced CRB/DBS Disclosure.	Essential	I

- AF – application form
- I – interview
- A – assessment exercise