



JOB TITLE:	Walsall Local Henry Coordinator		
GRADE:	G7	SERVICE AREA:	Public Health
JOB CODE:	ASC157WALSG7	LOCATION:	Walsall Civic Centre and Walsall Community
REPORTS TO:	Senior Public Health Development Manager Children and Young People		
SPECIAL CONDITIONS:	<ul style="list-style-type: none">• Ability to travel regularly across the Borough is a requirement• Your designated place of work will be Walsall Civic Centre. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term.• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.		

1. Main purpose of the job role:

- Support the reduction of health and social inequalities and improve health outcomes for children in Walsall through the delivery of high-quality HENRY services. This is a new development for Walsall which will reach families from pre-birth to 12 years old providing both universal and targeted support.
- The role will be responsible for establishing the new HENRY programme within Walsall and embedding it within the partnership and within communities
- To ensure the provision of HENRY parent support in line with statutory requirements to improve lifestyle outcomes for children and young people.
- To be accountable for establishing and maintaining performance standards to provide measurable and auditable assurances
- To provide day to day operational oversight of service
- To work autonomously with minimal daily supervision
- To act as main link between HENRY and Walsall
- To coordinate HENRY programmes & workshops running within Walsall.
- To coordinate the HENRY Randomised Control Trial in the community
- To ensure adequate support for parents of children requiring weight management advice.

- To diplomatically negotiate sensitive relationships between HENRY and internal and external stakeholders
- To provide support to members of the public as they seek to change family behaviour on a long-term basis
- To maintain a database of courses and attendees and provide a first point of contact for any enquiries.

2. Role specific duties and accountabilities:

- Coordinating dates and times of HENRY programmes & workshops running locally.
- Supporting the promotion of programmes & workshops and recruitment of families.
- Coordinating the Business As Usual elements of the HENRY Randomised Control Trial.
- Supporting Walsall VCS Organisations participating in the HENRY Randomised Control Trial
- Liaison as required with lead university leading Randomised Control Trial.
- Coordinating training and providing ongoing support to health professionals, early years practitioners, children's centre staff and others working with parents of children up to age 12.
- Scheduling, promoting and facilitating a range of training to health professionals, early years practitioners and others; building knowledge, skills and confidence to raise sensitive weight and lifestyle issues in their work with families and effectively support behaviour change.
- Liaising closely with practitioners and their teams to ensure maximum take-up of training places.
- 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 and other support.
- Maintain regular contact with local HENRY Facilitators to support their delivery and to address any specific local challenges.
- Work with the national HENRY team to ensure opportunities for practice improvement
- Ensure training and programmes are delivered in accordance with HENRY manuals and model the HENRY approach and skills.
- Arranging & delivering one or more support sessions for Facilitators each term, ensuring that all Facilitators delivering HENRY family support participate
- Debrief and share feedback with Facilitator at the end of each training programme as part of a continuous system of trainer development and quality improvement.

- Carrying out periodic support visits to observe and feedback on Facilitators' delivery alongside the HENRY partnership support officer.
- 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
- Where required to highlight evaluation feedback with trainers.
- Coordination of local trainer support sessions
- Liaising with local commissioners to keep them up-to-date with plans, challenges, and successes. This includes sharing reports and advising when additional training is required.
- Ordering and distribution of HENRY programme/workshop resources
- Being available within reason to deliver a HENRY session should a facilitator not be available.
- Prepare quantitative and qualitative reports to demonstrate activity and progress
- Liaising with service users, offering advice and guidance around weight management support
- Build and maintain supportive and collaborative relationships with local organisations and agencies, Family Hubs, Healthy Child Programme teams, early years settings and other key stakeholders.
- Develop a programme of outreach activity and events to engage communities and recruit families.
- Work creatively to overcome language and other barriers in order to reach and engage vulnerable or isolated parents of children who are overweight.
- Conduct follow-up activity through interviews, focus groups and surveys.
- Ensure paperwork for all programmes and training is completed and submitted in a timely and methodical manner.
- Identify safeguarding concerns and follow local safeguarding policy and protocols. Ensure concerns are brought to the attention of the Walsall Safeguarding Partnership, the HENRY Regional Manager and/or discussed with HENRY's safeguarding lead.
- Support own development as a trainer and parent facilitator through on-going reading, research and supervision.
- Use a range of methods to consult with families to better understand how services can be delivered flexibly and meet local needs.

- Adopt a test and learn approach to trial new methods of delivery.
- Receive feedback on all aspects of the service, gathering and reviewing data from participating parents and professionals to inform continuous improvement and meet local needs.
- Compile outcomes reports for service commissioner and work with the Regional Manager to help shape services in response to identified gaps and needs

To help gain the skills and experience required, the local HENRY Coordinator 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

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council’s Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council’s responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the postholder will promote the Council’s employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills:		
Strong motivation to contribute to HENRY's work	A/I	3
Strong organisational skills, able to work on own initiative	A/I	3
Ability to supervise and oversee trainer delivery	A/I	3
Excellent facilitation skills	A/I	3
Commitment to reflective practice and ongoing learning and development	A/I	3
Excellent interpersonal skills	A/I	3
Excellent communication skills (verbal, written and IT)	A/I	3
Ability to motivate others, share feedback and inspire excellence	A/I	3
Ability to motivate and signpost members of the public to relevant family support	A/I	3
Ability to talk about the emotive and sensitive topic of child weight with members of the public	I	3
An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture	A/I	3
Willingness and ability to work some evenings and weekends as required	A/I	2
Ability to be flexible and deliver a session at short notice to cover sickness	A/I	2

Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions	A/I	3
Ability to seek publicity opportunities and promote courses to achieve higher engagement	A/I	2
Project Management	A	
Event Management	A	
Ability to travel around Borough to course venues to deliver resources and courses when required	A	
Ability to prepare presentations and reports for different audiences	A/I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
HENRY Core training and authorisation	I	1
HENRY Group Facilitation Trained or willing to immediately undertake	I	2
Knowledge of local services	A/I	2
Trained in behaviour change techniques	A/I	2
Experience of preparing course booking and monitoring systems	A/I	3
Working knowledge of health and early years services	A/I	2
Evidence of continuous professional development (where applicable)	A/I	2
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Graduate level education or equivalent in a relevant subject	A	
Qualification in nutrition or early years development	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:		Date: