

## **JOB DESCRIPTION**

**TITLE :** Health Support Team Leader  
**LOCATION :** Sure Start Office  
**RESPONSIBLE TO:** Programme Manager

### **Summary:**

To support the Programme Manager in the smooth and effective delivery of Coleraine Surestart Health Services and lead an effective Health Team including modelling best practice. This will include the coordination, preparation and delivery of programmes and workshops, facilitating group activity, carrying out home visits and supporting others in the Health Team to do so.

### **Main Duties and Responsibilities**

#### **Staff Support**

- To provide regular support and supervision within the Health Team both one to one and across the team (including induction of new staff).
- To support the development and delivery of services by the team and oversee performance to meet annual targets.
- Identify the training and development needs of Health Team staff.
- Take part in recruitment and selection of staff to agreed levels.

#### **Delivery of Services**

- To support and contribute to the planning of creative and effective ways to promote Sure Start Health Services to increase new and existing parental participation.
- To generate ideas, plan, help develop, set up and facilitate groups, programmes, workshops and events to families' e.g. ante-natal classes, early post-natal groups, events for dads/male caregivers etc.
- To participate in preparing and organising health promotion resources for Sure Start activity and where appropriate be involved in the evaluation of these activities.
- To arrange and carry out home visits with parents to register and provide support around health promotion.
- To build relationships with existing parents and encourage them to become more involved in Sure Start services.
- To review, on an ongoing basis, the range of needs families require and communicate these to the Programme Manager.
- To maintain accurate records through clear, concise and timely documentation to attain agreed targets.
- To refer families to other Sure Start/Voluntary/Statutory services where appropriate.
- To contribute to evaluation reports and other Sure Start reports as required.
- To attend meetings both internal and external to promote the work of Sure Start, representing the Health Team or wider Surestart when required.
- To identify and purchase resources / materials within a specified budget.
- To support the administration of projects and initiatives as required.

#### **Other**

- To maintain confidentiality at all times.
- To be familiar with and operate within Child Protection Procedures.
- To promote Sure Start services as and when required.
- To adhere to Sure Start policies and procedures.
- Any other duties as required.

This job description is not intended to be rigid or inflexible, but provides guidelines within which the individual works. It must be noted that the duties designated and the location of the post may be subject to change in the future, to meet the needs of the project.

**PERSON SPECIFICATION**

**Title:** Health Support Team Leader

**Salary:** SCP Scale 6, Point 18-22 (£29,269-£31,364 pro rata)

**Term:** Permanent (Subject to Funding)

**Hours:** 30 hours per week

**The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.**

<b>ESSENTIAL CRITERIA</b>	<b>Method of Criteria</b>
Qualifications: Third level qualification in relevant discipline eg Community Development, Early Years, Social Work or Health related discipline.	Application Form Certificates checked if successful
Qualifications: GCSE English and Maths at Grade C or above (or equivalent)	Application Form Certificates checked if successful
Experience: At least one year's proven ability of effectively managing a staff team.	Application Form AND Interview/Presentation
Experience: Proven ability of planning effectively.	Application Form AND Interview/Presentation
Experience: Evidence of good IT skills and competent use of Microsoft Word, Excel, Power Point and Outlook.	Application Form AND Interview/Presentation
Experience: Evidence of good communication skills - both oral and written.	Application Form AND Interview/Presentation
Candidates must have access to a form of transport which will permit them to meet the requirements of the post in full	Application Form
<b>Desirable Criteria</b>	
Short listing will be carried out in respect of the Essential Criteria but in the case of a large number of applicants we reserve the right to enhance the short-listing criteria to include the Desirable Criteria.	
Experience: Experience of working in partnership with other agencies and organisations.	Application Form AND Interview/Presentation
Experience in delivery of groups/programmes eg Baby Massage, Baby Yoga, Parenting or Health Workshops.	Application Form AND Interview/Presentation
Knowledge and understanding of underlying principles of Sure Start.	Application Form AND Interview/Presentation

**Should you require an Application Form please email [info@colerainesurestart.org.uk](mailto:info@colerainesurestart.org.uk) or call into the office at 34c Society Street, Coleraine BT52 1LA.**