

Job Title:	Healthy Lifestyle Coordinator	
Service:	Warwickshire School Health & Wellbeing Service	
Reports To:	School Nurse Team Leader	

Service Overview:

The School Health & Wellbeing Service is a high quality, visible, accessible and confidential outcome focussed service that improves the health and wellbeing of children and reduces health inequalities for school aged children and young people in Warwickshire.

The service delivers key elements of the universal Healthy Child Programme (including NCMP, annual Health Needs Assessments at key staged contacts) as part of the service offer to school-aged children and families (aged 5-19 years up to 25 with special educational needs) and priority partners/wider stakeholders.

The service will lead, deliver, develop and evaluate preventative services and universal public health programmes within schools and community settings using innovative and evidenced models of delivery in accordance with local need (individual, school and corporate level). The services provided will be planned and reviewed annually based on the evidence of actual need derived from the universal offer in conjunction with other strategic needs assessment data.

Service Structure:

The School Health & Wellbeing service consists of a number of skill mix teams located in three geographical hubs across Warwickshire. The Service Manager is supported by a Clinical Nurse Manager, Senior Administrator and three Team Leaders, who provide oversight and local leadership to each of the skill mix teams. Skill mix teams are directed by school nurses who hold a SCPHN qualification and will act as the named lead contacts for primary partners such as schools. Skill mix teams consist of registered nurses and appropriately qualified healthcare support staff relevant to the range of services offered as part of the universal Healthy Child Programme.

Supported by a Central Admin Team, the teams work corporately conducting appointments with children, young people and families from a wide range of child friendly locations across the County.

Job Purpose:

The Healthy Lifestyle Coordinator will be an active member of the team facilitating and co-ordinating an integrated corporate skill mix team to deliver positive outcomes for children, young people and families. They will be responsible for coordinating and overseeing the delivery of National Child Measurement Programme across the County and supporting the development and delivery of sustainable care pathways and public health initiatives with other priority agencies and Warwickshire Public Health that encompass lifestyle and physical activity. Safeguarding will be an integral aspect of the role.

They will provide professional leadership, information, advice and support to skill mix teams to enable the efficient and effective delivery of the School Health and Wellbeing Service. To take the lead on Public Health campaigns. Discretion and confidentiality must be maintained at all times.

Key Duties and Responsibilities:

1. Service Delivery

- 1.1 On behalf of the Service Manager and Team Leaders, lead and coordinate the delivery of the National Child Measurement Programme and ensure positive uptake in a timely manner.
- 1.2 Set out an annual NCMP schedule of activity in line with national guidelines and reporting.
- 1.3 Work in collaboration with Team Leaders and their skill mix teams to deliver the National Child Measurement Programme and follow direct pathways of care.
- 1.4 To ensure data accuracy and completeness as part of achieving national compliance.
- 1.5 To work closely alongside the Family Weight Management Service and Emotional Health and Wellbeing Nurse, and Specialist CAMHS to develop effective Joint Working Agreements and care pathways for children, young people identified as being overweight, obese and significantly underweight.
- 1.6 The coordination and quality control of the health interventions throughout the service delivered by the skill mixed team.
- 1.7 To Identify and coordinate appropriate national and local public health campaigns, working with skill mix and marketing and digital communications officer.
- 1.8 To contribute to the wider development of a Warwickshire Lifestyle strategy working alongside key commissioners and stakeholders to promote healthy eating and physical activity as part of wider health and wellbeing initiatives (e.g. MECC, change4life)
- 1.9 To support the Warwickshire Public Health on Mental Health in Schools initiative
- 1.10 To contribute to quarterly monitoring reports and lead on the production of an annual NCMP report
- 1.11 Support the analysis of aggregated data from a variety of sources to target resources and interventions more effectively.
- 1.12 To lead and manage skill mix staff to deliver Health Promotion and National Child Measurement Programme and community engagement.

2. Developing Effective Relationships

- 2.1 Be a proactive member of the team and reflect Compass' values
- 2.2 Actively works towards developing and sustaining effective working relationships with partner agencies in accordance with Joint Working Agreements/Service Level Agreements.
- 2.3 Build strong links with key departments within Compass and develop key relationships with colleagues in other services.
- 2.4 Take ownership and actively contribute to the development of sustainable partnerships, care pathways and shared expertise through the Compass specialist themed lead function

3. Managing Self

- 3.1 Prioritise own workload within agreed objectives using your own initiative.
- 3.2 Take responsibility for own learning and professional development in line with Compass' Learning and Development framework.
- 3.3 In conjunction with your line manager, take responsibility for shaping and directing your assigned specialist themed lead area of work and supporting others in the development of their themed area
- 3.4 Take responsibility for your own and others' health and safety in the working environment.
- 3.5 Promotes equal opportunity and diversity within Compass.
- 3.6 Ensure that confidentiality is upheld at all times in line with Compass policy.
- 3.7 Ensure safeguarding responsibilities are delivered in line with role and competency level.
- 3.8 Works in accordance with Caldicott principles and Data Protection principles and adheres to all relevant Compass policies, procedures and guidelines.
- 3.9 Maintain accurate records in line with the Compass policies and procedures
- 3.10 Skilful at managing conflict that may arise whilst working on behalf of Compass
- 3.11 To act as a role model in applying good infection control prevention and control policy and practice within Compass.

In addition to these functions the post holder is expected to:

Carry out other duties as may be reasonably expected in accordance with the responsibilities/competency level of the post.

Key Working Relationships:

The post holder is required to build effective operational and strategic sustainable partnerships with key stakeholders. Whilst not an exhaustive list, key relationships include:

- Key health and wellbeing and/or pastoral leads within education
- Public Health Warwickshire as the Commissioner of the service
- Public Health Warwickshire Observatory
- Family Weight Management service
- Substance Misuse service
- Specialist CAMHS
- Children and Family services
- Primary care services
- Other voluntary organisations
- Youth Council and other children, young people and parent forums.

Financial Responsibilities:

N/A

People Responsibilities:

In conjunction with Team Leader and School Nurses coordinate a corporate skill mix teams to deliver;

- NCMP and other follow up support and interventions.
- Public Health Campaigns.



PERSON SPECIFICATION – Healthy Lifestyle Coordinator

Attributes	Requirements	Essential/Desirable (E/D)	Identified By
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree in Public Health / Health Promotion or related discipline 	E	Application form Certificates
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrable experience in a health improvement post • Working as part of a multi disciplinary team using a range of services to promote healthy eating and lifestyles • Leading and overseeing projects including project planning, implementation, monitoring, review, analysis and evaluation 	E E E	Application form Interview
SKILLS & APTITUDES	<ul style="list-style-type: none"> • Demonstrate leadership and the ability to delegate and supervise staff. • Recognition and escalation of risk, contributing to control measures. • Planning workload, time management. • Work under pressure and able to manage changing priorities • Understand need for evidence and statistical data collection, and achieving targets. • IT skills • Team player and a dynamic personality. • Multiagency/disciplinary working • Excellent communication skills and able to relate to children and young people. • Innovative practice and ability to influence 	E E E E E E E E E E	Application form Interview

<p>OTHER</p>	<p>others</p> <ul style="list-style-type: none"> • Ability to analyse, evaluate and rationalise data and enable progressive models of delivery and intervention • Visionary approach to managing change and transition • Positive attitude; flexible and adaptable; solution focused; and tenacious • Be flexible and adaptable to meet business need • Has a strong degree of personal integrity. • Full UK driving licence and access to vehicle 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
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