



**Cooking For a Better Start Co-ordinator**  
**Better Start Bradford**  
**Application Pack**



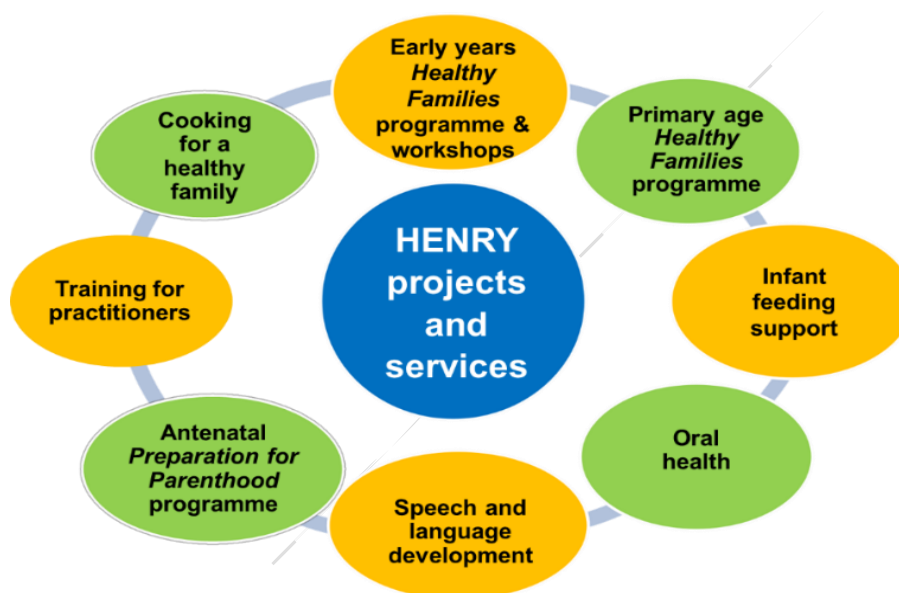
## About HENRY

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. Our mission is to support a healthy, happy start for children and lay the foundations for a brighter future – by making sure families get the support they need.

### Our service offer

Founded in 2009, HENRY is now 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 and 5,634 families benefited from HENRY support in the last year.

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 values

HENRY aspires to be a values-led organisation. All of our work with families, partners and HENRY colleagues is underpinned by the following explicit 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; we value learning about what doesn't work as well as what does, approaching new ideas with an attitude of curiosity and using reflective practice, evidence and feedback to improve our services.

## Our impact: 10 years of making a difference to the lives of children and their families

Our 10-year impact report<sup>1</sup>, published last year, tells the HENRY story through the voices of families, volunteers and local practitioners – as well as bring to life many of the collective changes that children and families have achieved.

*I started a programme and ended up with a new life*



Every day, we are helping some of the UK's most vulnerable and deprived families provide a great start for their children, so they flourish throughout childhood and beyond. Following a HENRY programme:

- 93% of families lead a healthier lifestyle
- 77% of parents have improved emotional wellbeing, including feeling happier, less isolated and less stressed
- 86% of parents are able to hold boundaries more effectively

*I'm now the Mum my child deserves*

*It was one of the best decisions in my life to attend the HENRY programme. Before, as a single mum (with no relatives in UK), I was full of doubts how to raise my child. Now I am a confident parent who knows what is best, both for me and my child.*

*I had to realise that everything depends on us, parents. Happy mum, happy child. Before the programme, I was not sleeping enough, no exercising, I was eating junk food, I was frustrated.*

*During the programme, I introduced new habits, such as sleeping more, eating fruits and vegetables every day, looking at the food labels before buying anything, introducing new foods, exercising more, tidying the flat, giving choices to my baby girl, reading to her more.*

*It also gave me the opportunity to meet other parents, and to avoid depression. I really enjoyed that somebody is taking care of me. We got flowers, candles to chill and relax at home. I learned that "me time" is very important, not just for me but for my baby as well.*

<sup>1</sup> [www.henry.org.uk/impactreport](http://www.henry.org.uk/impactreport)

*We got free vitamins, balls, books (what my baby girl loves so much that there is no day without reading the Henry Bear story to her).*

**Hackney parent**

## Our team of staff and volunteers

HENRY currently employs 64 staff. Just over a third of staff are based at our national office near Oxford, with the majority of staff based locally (Hackney and City of London, Lambeth, Waltham Forest, Southend, Bradford and Blackpool) delivering services and projects.

In addition to our employed staff team, teams of freelance trainers, sessional facilitators and 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. 100% of staff tell us they are proud to work for HENRY, would recommend HENRY as an employer and have continued to feel well-supported during the challenges of the coronavirus pandemic.

## Our future

In April 2019 we began implementation of our new 3 year plan to maximise:

- **impact:** the greatest positive change for the people we support
- **reach:** the number and diversity of people we support, as well as our geographical reach
- **revenue:** ensuring financial sustainability to deliver our charitable objectives

Our strategic objectives in achieving this are to:

- Continue to strengthen our work in pregnancy and the early years
- Extend HENRY to parents of children aged 5-11 and to teenagers
- Extend our reach through the use of digital technology and new partnerships
- Develop and maintain our reputation as a 'centre of excellence', working with academic partners to strengthen our evidence base and influencing national policy
- Develop new income-generating activities to support our core mission

This is an exciting time to be joining HENRY. Over the last 5 years we have successfully implemented ambitious plans for growth, and are projecting further growth in 20/21.

The coronavirus pandemic has impacted face-to-face delivery and accelerated our plans for digitalisation, with rapid adaptation of our family support and training activities for online delivery.



## Overview of role

|                |   |
|----------------|---|
| Job Title      | Cooking For a Better Start Coordinator - Bradford                               |
| Office Base    | Woodroyd Centre, Woodroyd Road, Bradford, BD5 8EL (currently working from home) |
| Hours per week | 0.8 fte (30 hours a week)   |
| Salary         | £25,297 rising by annual increments to £28,489 (£20,238 to £22,792 pro-rated)   |
| Contract       | Fixed term to 31.03.2024  |
| Responsible to | Bradford Service 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

To deliver Better Start Bradford's cooking programme to groups of parents face to face and individual parents online whose children are under four years of age and who live in the Better Start Bradford areas of Bradford Moor, Bowling & Barkerend and Little Horton. To engage parents and support them in developing new skills in planning for, preparing and cooking healthy, nutritious family foods.

HENRY services aim to improve health outcomes for young children and reduce health and social inequalities, giving children a healthy start for a brighter future.

### Key working relationships

- Direct reports: (if applicable):
  - Cooking for a Healthy Start Facilitator
- HENRY Bradford Team:
  - Bradford Service Manager
  - Bradford Healthy Families Team
- HENRY National staff:
  - Head of Service Delivery
  - HENRY Service Managers
  - Head of Business Development
  - Head of Training and Programmes
  - Head of Finance and Administration Manager
  - Communications and Marketing Officer
  - Data Manager

## Key Responsibilities

1. Work in partnership with Bradford Trident to develop and coordinate an annual plan for the delivery of a new programme, 'Cooking for a Better Start', across the Better Start Bradford area and in line with service specification requirements.
2. Recruit to and deliver 'Cooking for a Better Start' programmes to groups of parents face to face and individual parents online and coordinate part-time facilitator who will also deliver programmes, providing on-going support and supervision.
3. Evaluate and report on delivery and impact of programme.

**1. Work in partnership with Bradford Trident to develop and coordinate an annual plan for the delivery of a new programme, 'Cooking for a Better Start', across the Better Start Bradford area and in line with service specification requirements.**

- Build and maintain supportive and collaborative relationships with local agencies including Better Start Bradford (commissioner), Bradford Public Health team, Innovation Hub, local children's centres, community organisations, Health Visiting teams and Better Start Bradford delivery partners including HENRY
- Develop and maintain an operational plan using lessons learned to inform future planning
- Schedule and plan delivery of the Cooking for a Better Start programme to meet contract requirements, taking into account existing delivery in the area, reaching a minimum of 118 families (54 FTF and 64 on digital programme) in the first year
- Ensure venues and facilities are appropriate and inclusive.

**2. Recruit to and deliver 'Cooking for a Better Start' programmes to groups of families and coordinate part-time facilitator who will also deliver programmes, providing on-going support and supervision.**

- Build and maintain supportive and collaborative relationships with local parents consulting with them, building awareness and encouraging participation in programmes
- Work creatively to overcome barriers and reach out and engage parents/carers (including dads and grandparents) who have not previously been involved with Better Start Bradford activities ensuring services are inclusive and culturally appropriate for the needs of the group
- Create new partnerships with local organisations in order to reach a wide group of families
- Attend community events to raise awareness of the programme and recruit parents
- Make use of social media to promote programmes and recruit parents
- Act as point of contact for referrals into the service and manage all referrals
- Plan, prepare and deliver the 6-week 'Cooking for a Better Start' programme to groups of 6 parents in accordance with facilitator handbook and session guides, modelling the HENRY approach and skills and shaping sessions in line with feedback
- Undertake risk assessments, be mindful of Health and Safety and follow safeguarding policy and procedures
- Access and book appropriate and accessible venues, secure crèche provision and coordinate facilitators to support programme delivery
- Secure and make available the materials and resources required to support programme delivery
- Signpost parents to other Better Start initiatives including HENRY Healthy Start services

- Build and maintain supportive and collaborative relationships with local parents participating in programmes, including keeping in touch between sessions and texting session reminders and links to useful media sites/information
- Build and maintain supportive relationships with programme facilitators across the Better Start area
- Debrief and share feedback with programme facilitators regularly as part of a continuous system of practice development and quality improvement
- Plan, prepare and deliver an appropriate support programme to ensure a consistent approach to delivering the Cooking for a Better Start sessions
- Develop marketing materials in line with HENRY's style guide and in accessible formats.

### 3. Evaluate and report on delivery and impact of programme

- Systematically complete programme paperwork in a timely and organised manner and submit as required to ensure data is used to support project research
- Read reviews and questionnaires from programmes to inform developmental support for group facilitators and continuous improvement
- Work with the HENRY office team to collate and report on outputs / outcomes data
- Compile report for quarterly commissioner meetings and present information
- Draw out implications from data report to discuss with Service Manager and commissioners to support service improvement.

### 1. Attitudes, behaviour & 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.
- Communicate effectively with partners.
- Maintain clear and accurate records.
- Comply with all organisational policies and procedures.
- Model HENRY values.
- Support own development through on-going reading, research, reflective practice and supervision.

### Person specification

|                       | Essential   | Desirable  |
|-----------------------|---|--|
| <b>Qualifications</b> | Graduate level education or equivalent  | Qualified Nutritionist<br>Driving licence<br>Trained & authorised to deliver HENRY group programmes                                      |
| <b>Experience</b>     | Direct work with parents or families<br>Delivering experiential and interactive training and/or group work<br>Working within a team<br>Developing effective working relationships with partner agencies | Using excel spreadsheets to monitor and manage information<br>Project coordination<br>Providing supervision to staff and / or volunteers |

|                             |  |   |
|-----------------------------|--|---|
|                             | Experience of preparing and cooking nutritious family meals  |   |
| <b>Knowledge</b>            | Values and principles of working in partnership<br>Working knowledge of health and early years services in Bradford area   | Healthy lifestyle and obesity prevention<br>Effective approaches to supporting behaviour change<br>Working knowledge and understanding of one or more community languages |
| <b>Skills and attitudes</b> | Excellent facilitation and interpersonal skills<br>Proficient cooking skills including in planning, preparing and cooking healthy, balanced meals<br>Strong organisational skills<br>Commitment to reflective practice and ongoing learning and development<br>Excellent communication skills (verbal, written and IT)<br>Ability to motivate others, share feedback and inspire excellence<br>An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture<br>Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions |   |

### Application timetable

|                           |   |
|---------------------------|---|
| Deadline for applications | 9 am Monday 26 <sup>th</sup> April 2021 |
| Interviews                | Thursday 29 <sup>th</sup> April 2021    |

### Application process

For more information please contact Sue Iddon at [recruitment@henry.org.uk](mailto:recruitment@henry.org.uk).

To submit an application please complete the following and email them to [recruitment@henry.org.uk](mailto:recruitment@henry.org.uk)

- Application form
- Equal opportunities form