



**Coordinator for HENRY Service in Hertfordshire
Application Pack**



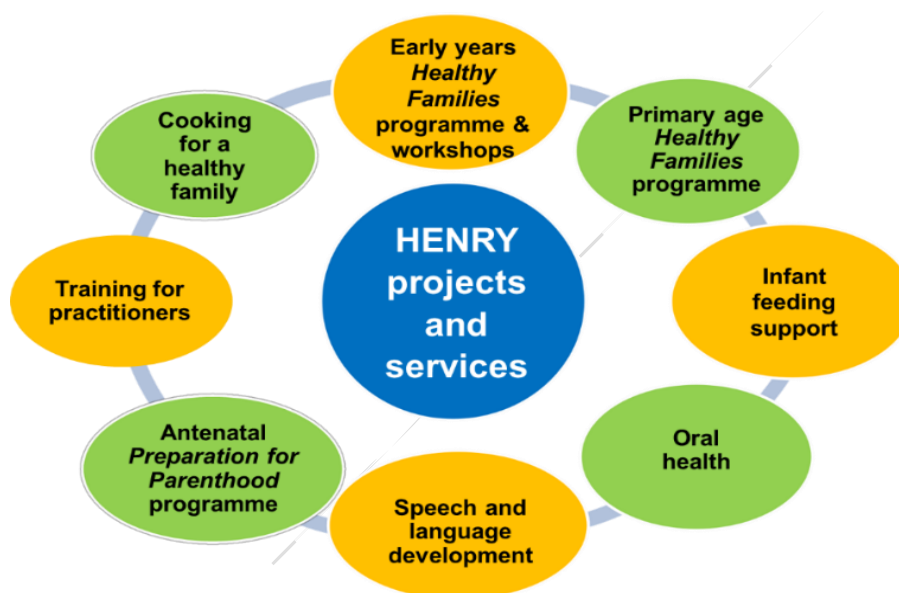
About HENRY

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 report¹, 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.

¹ 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	Coordinator for HENRY Service in Hertfordshire
Office Base	Home-based during pandemic. Thereafter: Beezee Bodies Office, 42 a Church Street, Hatfield, AL9 5AW
Hours per week	37.5
Salary	£25,275
Responsible to	Gemma Akinade, Oral Health Team Lead
Annual leave	30 days per year plus bank holidays
Pension	Access to pension scheme with a matched employer contribution of up to 6%

Job Purpose

To coordinate and deliver the HENRY service in Hertfordshire in collaboration with Beezee Bodies as the Lead Provider.

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 Responsibilities

1. Coordination of delivery of Healthy Family services in partnership with Beezee Bodies

- Build and maintain supportive and collaborative relationships with community organisations, children's centres, and health visiting teams
- Work closely with Beezee Bodies and local agencies to schedule and plan the delivery of Healthy Families programmes
- Work closely with local agencies to engage and recruit parents to programmes, creatively overcoming barriers and including vulnerable parents
- Develop a programme of outreach activity and events to engage with communities and promote recruitment of families
- Schedule delivery of services to meet contract requirements
- Maintain systems to collect, collate data and monitor quality and outcomes; use this information to improve planning for partnership engagement and recruitment

2. Undertake outreach to recruit eligible parents onto programmes, particularly targeting families who may find services hard to access and manage referrals

- Build and maintain relationships with local commissioners and partners, creating a shared understanding, a joint problem-solving approach, and enabling local influence through an awareness of issues relevant to successful delivery.
- Liaise with early years settings and health visitors to target parents of children who are due their 2/2.5 and 3 years-old check
- Provide information for GPs and promote through Health Centres, Dental surgeries and pharmacies
- Work creatively to identify and overcome barriers ensuring services are inclusive and culturally appropriate for the needs of the group
- Attend community events to raise awareness of the programme and recruit parents
- Recruit families through places where they are such as shopping areas, local groups etc.
- Develop and promote the HENRY social media presence for recruitment purposes
- Act as point of contact for referrals into the service and manage all referrals
- Link with other local services and programmes and refer parents as appropriate.

3. Ensure programmes and trainings are well run, coordinated and safely managed, including venues and crèches

- Build and maintain supportive and collaborative relationships with community organisations, children's centres, and health visiting teams, in collaboration with Beezee Bodies
- Work closely with local agencies to schedule and plan the delivery of Healthy Families programmes in line with agreed contract requirements
- Ensure venues and facilities are appropriate, inclusive and comfortable
- Undertake risk assessments and be mindful of H&S and follow safeguarding policy and procedures
- Maintain systems to monitor quality and outcomes of family programmes.

4. Clear and methodical collection and collation of data on behalf of HENRY and Beezee Bodies

- Provide regular reports for commissioner-provider meetings on outcomes of the project, analysing trends and discussing ways forwards in response to local feedback so that the service is responsive to local need.

- Read reviews and questionnaires from family 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
- Work closely with the HENRY Manager to support learning from programme delivery.

5. Provide training and support to healthy families programme facilitators

- Provide regular ongoing training and support sessions to programme facilitators, including supervision and solution spotting sessions.
- Debrief and share feedback and learning with the co-facilitator at the end of each programme session as part of a continuous process of development and quality improvement.

6. 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
Qualifications	Graduate level education or equivalent in a relevant subject	HENRY training and authorisation
Experience	Project coordination Direct work with parents or families and children Working within a team Developing effective working relationships with partner agencies Facilitating groups	Coaching and mentoring Delivering experiential and interactive training and/or group work Developing training sessions and materials Use of Microsoft Office package and G-suite
Knowledge	Values and principles of working in partnership	Healthy lifestyle and healthy weight

	Working knowledge of health and early years services Working knowledge of social media	Effective approaches to supporting behaviour change Knowledge of local services
Skills and attitudes	Commitment to a partnership working approach Strong motivation to contribute to HENRY's work Strong organisational skills, able to work on own initiative Excellent facilitation skills Commitment to reflective practice and ongoing learning and development Excellent interpersonal skills Excellent communication skills (verbal, written and IT) Ability to motivate others, share feedback and inspire excellence An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture Willingness and ability to work some evenings and weekends	Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions
Ability	Able to work in Beezee Bodies Hertfordshire office Able to travel to Hertfordshire locations to deliver training	

Application timetable

Deadline for applications	Tuesday 20 th April, 9am
Interviews	Tuesday 4 th & Thursday 6 th May

Application process

For more information please contact Sue Iddon at recruitment@henry.org.uk.
To submit an application please complete the following and email them to recruitment@henry.org.uk

- Application form
- Equal opportunities form