**Health Awareness Officer**

**Job Details:**

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| **Job Title** | **Health Awareness Officer** |
| **Reporting to** | **Health Awareness Project Co-ordinator - Havering** |
| **Based at** | **Age UK Redbridge, Barking & Havering**  |
| **Working Hours** | **Part Time 28 hours per week** |
| **Salary** | **£19128 pro rata (£15303 actual)** |

 **Age UK Redbridge, Barking & Havering**

**Job Role & Purpose:**

The purpose of this role is to work in the London Borough of Havering to research and organise events and relevant health literature to promote the project, engage and build relationships with local partners in Havering, support national Public Health campaigns and secure retention of trained volunteers using regular and effective communication. The role does include attending outreach events, understanding the importance of empathetic and confidential conversations and undertaking administration to record any data collected from events, training and Focus Groups for monitoring purposes. The role will also entail supporting the Project Coordinator with the delivery of Health Champion Training. The funding for this role is provided by Havering Council.

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|  **Health Awareness Officer** **Job Description and Person Specification** |
| 1. **Health Champions & Administration**
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| * Identify and recruit suitable candidates for Health Champion Training
* Ensure accurate registration of those attending Health Champion training is completed in advance
* Comprehensively maintain records of Health Champions, follow up enquiries in a timely and efficient manner and maximise attendance of training sessions using reminders and flexibility
* Provide Public Health with attendance sign-in sheets and liaise as necessary
* Ensure Campaign Volunteers are RSPH Health Champion accredited
* Secure retention of qualified Health Champions using regular communication via email, newsletters, add-on training details and quarterly Focus Groups
* Assist in the production of the Health Champions newsletters
* Provide support and regular contact with Campaign Volunteers regarding health updates and events
* Add-on training

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| 1. **Outreach**
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* Research and attend events to promote the My Health Matters project
* Prepare for events ensuring adequate supplies of relevant literature
* Provide talks in the community about the My Health Matters project and health awareness issues
* Engage and build relationships with external agencies and establish suitable locations to have a presence at e.g. hospitals, clinics, banks, supermarkets
* Timely follow up of event contacts

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| 1. **Events Organisation**
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* Assist with organisation of health awareness events in Havering
* Identify venues, organise volunteer attendance and promotion of events
* Liaise with Age UK Redbridge, Barking and Havering and Havering Council Comms Department on the production of marketing material
* Assist with planning and organisation of quarterly award events for newly qualified Health Champions
* Co-facilitate quarterly Focus Groups

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| 1. **Record and Reporting**
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* Ensure relevant data is captured and recorded accurately for monitoring purposes
* Send reminders where necessary, identify any issues and work with team to resolve
* Update relevant databases
* Development of robust procedures and processes as project evolves
* Accurate recording of all volunteer hours for monitoring purposes

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| 1. **Resources**
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* Regularly review and update the Health Directory to ensure the information remains accurate and suitable organisations are included.
* Research local groups and organisations to assess suitability for inclusion in the Health Directory.
* Establish and maintain links with the local health organisations and support groups included in the directory and obtain up to date information/literature from them regarding their services.
* Source and maintain a supply of relevant health related literature from a variety of organisations to promote an active and healthy lifestyle at events/outreach
* Source and maintain supplies of relevant merchandise for Health Champion presentation

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| 1. **General Responsibilities**
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* Represent and be an ambassador for Age UK Redbridge, Barking & Havering
* Support and promote diversity and equality of opportunity in the workplace
* Undertake any other duties in relation to this post
* Establish strong links with other Age UK RBH staff and contribute to the wider aims and objectives of the organisation.
* Take part in Age UK RBH events and activities as agreed.
* To attend regular supervision sessions and annual appraisals with line manager to provide feedback and enhanced future planning and direction.
* To attend staff meetings, training courses and other meetings as required.
* To comply with Age UK Redbridge, Barking & Havering’s policies with particular regard to Equal Opportunities, Health and Safety and Confidentiality.
* Attend training courses as required and also for personal development
* To be committed to Age UK Redbridge, Barking & Havering’s policy and procedures on keeping adults safe from abuse, ensuring that all alleged abuse is reported to the Senior Manager (Services) and that safeguarding is embedded in all decisions and actions.
* To show flexibility and a willingness to cover for other staff.
* To carry out any other duties as may be reasonably required from time to time.

 **Person Specification****Essential****Experience**1. Relevant knowledge in health awareness issues
2. Experience of multi-agency working with the ability to create effective links with professionals in all relevant sectors.
3. Organise and deliver events and confident in public speaking.
4. Numerate and literate, able to support supply KPI monitoring reports as required.
5. Experience of working effectively in a small team and able to work under own initiative if required.

**Skills and Knowledge**1. Ability to engage effectively and motivate others.
2. Ability to support and motivate volunteers
3. Understanding of local and national services from statutory and voluntary organisations
4. Able to efficiently work under pressure and meet deadlines through efficient time management
5. Computer literate, able to use email, the internet and web searches as a minimum and data input in database.
6. Ability to collect data efficiently in order to provide statistical evidence for analysis
7. Excellent communication skills, both verbal and written; able to supply reports as required
8. An understanding of equalities issues and an ability to apply this to services.
9. Experience of working with diverse communities with the ability to communicate tactfully and diplomatically, both verbally and in writing, with people from a range of backgrounds.
10. Knowledge of general health issues e.g. cancer, obesity, smoking cessation
11. Understanding of event planning
12. To have an understanding of and to comply with Age UK Redbridge, Barking & Havering’s policies and procedures with particular regard to Equal Opportunities, Confidentiality, GDPR, Safeguarding and Health & Safety.

 **Other** 21. No one specific qualification is required, but must be, or willing to undertake the training to be, a RSPH accredited Health Champion and to undertake subsequent training modules**.** 22.Flexible to work some evenings and weekends 23.Able to travel extensively within the London Borough of Havering and Region and transport event equipment 24.This post is subject to a check through the disclosure and barring service (formerly CRB) **Desirable** 25. Ability to speak other languages which reflects the diverse communities in the London Borough of Havering |
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