Recruitment: Health Awareness Coordinator at Age UK Redbridge, Barking and Havering

Age UK Redbridge, Barking and Havering is recruiting for:

**Health Awareness Coordinator- Havering**

**Salary**: £26,374 pro rata per annum (£24,114 actual)

**Hours**: 32 hours per week (28 to 32 hours negotiable)

**Closing date**: Sunday 14th April

**Proposed interview date**: Wednesday 17th April 2024

The Health Awareness Coordinator role at Age UK Redbridge, Barking & Havering is an excellent opportunity to work within a small team on an established community health project in the London Borough of Havering, which helps to improve the health and wellbeing of local residents by identifying and recruiting Health Champion Volunteers within the borough.

My Health Matters is commissioned by London Borough of Havering (Public Health) and aims to inform, support and signpost residents to relevant local resources and empower them to adopt healthier lifestyles.

The role requires organising Royal Society of Public Health (RSPH) Health Champion Training for people living and/or working in Havering and other health related training. You will be responsible for researching and organising events and relevant health literature to promote the project, engaging and building relationships with local stakeholders, supporting national Public Health campaigns. You will also be responsible for securing retention of trained volunteers using regular and effective communication. The role includes promoting the service at meetings and outreach events and organising focus groups with Health Champions. Undertaking administration to record any data collected from events, training and Focus Groups for monitoring purposes will be required. The role will also entail management of Health Awareness Officer, Admin Support Officer and volunteers.

Successful applicants will have relevant knowledge in health awareness issues in a paid or voluntary capacity. They will need to be excellent communicators and able to work effectively both one to one and as part of a team as well as supporting and motivating volunteers. Good computer skills and accurate record keeping are also required. Be flexible with both working hours and with other duties arising as the project develops. An enhanced DBS Disclosure is required for this post.

For further details and a full application pack please check our website on <https://www.ageuk.org.uk/redbridgebarkinghavering/about-us/work-for-us/>

Completed application forms and Equal Opportunities Forms should be returned to Gabby O’Neill using the email: admin@ageukrbh.org.uk or alternatively post to Recruitment, Age UK Redbridge, Barking and Havering, 4th Floor, 103 Cranbrook Road, Ilford, Essex, IG1 4PU.

If you would like to discuss this role, please contact Priti Mistry using the email: priti.mistry@ageukrbh.org.uk