



Brent Health Educator
Partnership Service



BRENT HEALTH EDUCATION PARTNERS (HEPS) PROGRAMME MANAGER

Salary:	£30,000 per annum pro-rata
Probation Period:	N/A
Hours:	Part –Time, 21 hours per week. A flexible hour's scheme will operate (subject to the demands of the service) and the post holder will be expected to attend occasional evening meetings
Contract:	4 years subject to funding
Responsible To:	HEP Steering Group & Project Lead
Responsible For:	Brent Health Educators
Expenses:	Staff may claim travel expenses, at the agreed rate, for journeys which are necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance of our expense policy
Annual Leave:	28 days per annum pro rata
Pension Payment:	After satisfactory completion of the probation period, Employer will make an affordable (maximum 3%) pension contribution into our stakeholder pension scheme
Based at:	Based with Brent Carers Centre
Other Conditions:	To act in accordance with organisational policies and standards

Main Purpose of the role:

- Manage the co-ordination of Health Educators working across Brent
- To deliver Brent Community Health Educator Partnership Service
- Collating data and information required to inform the monthly Performance Monitor Report

What we would be expecting you to undertake:

- Recruitment – Lead on any recruitment activities required for Health Educators vacancies across the five localities. Using a matrix model style of management ensure ensuring that day to day requirements are met for the Health Educators
 - Ensure that all newly recruited health educators are properly inducted and have completed their administrative paperwork, including training them on weekly feedback logs and case studies
 - Organise induction for the new Health Educators with BHM
 - Liaise with BHM partners to deliver health training for new or existing Health Educators to carry out their role competently e.g.: diabetes, mental health etc.

- Manage day-to-day operations of the Health Educators Team and referring personnel and management issues back to their respective line managers.
- Act as a liaison between Health Educators and HEPS management, communicating any concerns or suggestions that Health Educators have.
- Liaise with CB Plus to Administer and maintain the HEPS shared drive to ensure that all relevant information and resources are accessible to team members and confidential.
- Provide Health Educators with the materials and resources needed to support their work, such as leaflets, brochures, banners, etc. in line with project budgets.
- Circulate and promote community health outreach opportunities for Health Educators to sign up to and liaise with BHM team of staff coverage.
- Chair and organise the weekly HEPS Teams and coordinate appropriate mailing.
- Monitoring of activity and impact of Community Health Educators using the Performance Monitoring Template that has been provided Brent Council and Public Health with the HEPS Steering Group. This will include weekly interactions such as:
 - Number and type of events delivered (per locality)
 - The approximate number of residents engaged with (per locality)
 - No. of residents not registered with GP (per locality)
 - % of above supported to register with a GP
 - No. referred to case management caseload (per locality)
 - No. followed up
- Monitoring of activity and impact of Peer Support & Digital Inclusion using the Performance Monitoring Template provided Brent Council and Public Health.
- Train Health Educators and support the delivery of Diabetes Digital Inclusion programmes across the borough.
- Quality control – implement quality control measures on Case Studies, HEPS, Digital & Peer Support monitoring and report key issues or concerns to the HEPS Steering Group at the earliest opportunity.
- Appropriately implement, maintain and comply with effective working policies and procedures which meet the requirements the HEPS and the Health Educator roles.
- Liaise with the relevant employer/lead partner regarding HE's annual leave, HR and work-related performance issues. Chasing up timesheets from health educators and checking them before sending to the relevant accounting department/employer.
- Ensure the delivery of our social value contracted activities throughout the year and provide relevant monitoring stats as required in the Brent approved monitoring template.
- Draft the Project Annual Report, Achievement and outcomes of the HEPS Partnership.

General

- Attend and participate in meetings as required by HEPS Partnership and BHM.
- Carry out relevant duties appropriate to this role in the HEP Service.
- Carry out other such duties that may be required to meet the objectives of this post.

PERSON SPECIFICATION KNOWLEDGE AND EXPERIENCE

ESSENTIAL CRITERIA
Experience of project management
Demonstrable ability to work collaboratively, building effective working relationships.
Good working knowledge of MS Excel, Word and other work related software & platforms
Experience of marketing and branding.
Excellent written and verbal communications skills
Experience of collating data and report writing.
Excellent problem solving skills and creative thinking.
Proven ability to work on own initiative, manage own workload, priorities and work to deadlines
Experience in supervising and guiding the employees for efficiency in performance and
Experience of working with external stakeholders and funding partners.
Delivery digital inclusion activities or the ability to learn
DESIRABLE CRITERIA
Understanding of the current policy landscape for the voluntary and community sector
Awareness of company and charity law
Experience of measuring the social, economic and financial impact of innovation
Project management qualification