



Job description

Position: Nourished Project Worker (fixed term contract until end Dec 2023)

Hours: 16 hours per week

Salary & benefits: £20,092 pro rata, plus phone & chromebook

Location: Barnstaple office base – with travel across North Devon & Torridge

Key contacts: Parents of under 5s & their children, predominantly parents with young babies, Nourished peer supporters & other Early Nourishment volunteers, midwives, health visitors, other voluntary sector workers, Nourished Project Manager, Early Nourishment directors

Reports to: Nourished Project Manager

Responsible for: Duties outline in key tasks & responsibilities

All staff have an individual responsibility to safeguard and promote the welfare of all children and vulnerable adults; to be an advocate for their rights, to be listened to and to be safe.

Outline of post

This is a training post with the successful applicant being asked to complete a schedule of training (dependent on existing qualifications/experience), over the first 12-18mths. Training hours will be within working hours. This will enable the successful applicant to facilitate some of the Nourished drop-in's within the Torridge area and provide holiday cover for North Devon. This will be alongside supporting other elements of project delivery.

Key responsibilities in first 12-18 months:

- Completing a training schedule
- Completing a reflective journal to deepen self-awareness
- Assisting & shadowing the Nourished Project Manager at Nourished drop-ins
- Adhering to clear peer support boundaries;
- Undertaking marketing/engagement tasks on social media;
- Helping to collect feedback and assist with project evaluation
- Build relationships with the wider support community to include health professionals and other voluntary sector groups.

Key responsibilities from 12/18 months to end December 2023:

- Facilitate Nourished drop-in's within Torridge
- Provide holiday/sickness cover in North Devon Nourished drop-in's
- Provide reflective support to peer supporters at sessions you facilitate
- Undertaking marketing/engagement tasks on social media
- Offering 1:1 infant feeding support to new parents
- Collecting feedback & assisting with ongoing evaluation
- Continue to build relationships with the wider support community to include health professionals and other voluntary sector groups.

You will be supported by the Nourished Project Manager, and the directorate.

Key tasks**1. Peer support volunteering:**

- To assist the day to day development of the programme;
- To publicise, market and promote peer support opportunities including helping with press releases, radio, and internet forums as needed;
- To assist with peer supporter recruitment events;
- To respond to enquiries from potential new peer supporters;
- To assist with coordinating the recruitment, appointment and induction of peer supporters;
- To maintain personnel records in line with policies and procedures, confidentiality and data protection requirements;
- To ensure peer supporters understand and apply the programme boundaries, ground rules, policies and procedures;
- To promote peer supporter retention through confidence building, sense of purpose, recognising achievements, promoting organisational involvement and social events;
- To assist with organising regular team meetings and consultation events;

- To ensure peer supporters understand and follow child and vulnerable adult safeguarding procedures responding promptly to any concerns referring on and discussing with senior staff as appropriate;
- To ensure peer supporters receive appropriate guidance about how to claim out of pocket expenses.
- To support peer supporters in using a strengths-based and solution focused approach that builds resilience in families and avoids dependency;

2. 1:1 infant feeding support:

- To support parents in the community using person centered counselling skills and breastfeeding/infant feeding knowledge inline with UNICEF Baby Friendly Initiative & NHS
- To signpost parents when issues are complex and beyond the remit of what is 'normal'
- To maintain case notes for families supported by the programme in line with policies and procedures, confidentiality and data protection requirements;
- To adhere to lone working procedures;
- To ensure appropriate information sharing with partner agencies.

3. Promoting access to the project by local parents:

- To assist in the development of high quality programme promotional materials which follow the company ethos & brand guidance;
- To establish and maintain positive working relationships and excellent communication with front line workers in a position to promote the programme (e.g. midwives, health visitors, social workers, voluntary workers, faith and cultural groups) via email, phone and in person to ensure they are aware of the programme and have up to date promotional materials to give out to parents;
- To support the Nourished project manager with effective community development outreach activities that aim to engage pregnant couples and new parents with the service

4. Parent and peer supporter involvement:

- To facilitate and support the regular involvement of parents, carers and peer supporters within all aspects of the programme e.g. surveys, forums, consultations;
- To support with ensuring programme news and information is circulated to peer supporters and front-line practitioners through regular newsletters and social media updates;
- To promote peer supporter involvement and representatives on the programme management board, fundraising activities and working groups.

5. Programme evaluation

- To help ensure programme evaluation data is collected efficiently;
- To guide peer supporters to complete the programme evaluation tools accurately and ensure they hand them in promptly;
- To encourage participation and involve peer supporters, parents and carers in evaluating and designing the programme;

As a project worker you will ensure:

- All parents, peer supporters or visitors to the programme are welcomed and that they receive appropriate information;
- Your line manager is kept informed of all matters of a serious nature e.g. complaints, child protection or safety issues that arise;
- Organisational policies and procedures are adhered to;

General tasks and responsibilities of all staff:

- To ensure the safety and wellbeing of all users, staff and peer supporters through risk assessments for all activities, checking equipment and undertaking first line child safeguarding measures;
- To be familiar with and apply organisational health and safety, fire and first aid procedures at all times within your work and to attend training in these areas;
- To contribute to organisational accountability through assisting in the maintenance of agreed records including statistics, registers, risk assessment records, contracts, evaluations, accident books, financial transactions etc;
- To deputise for other staff as required;
- To be proactive in ensuring that the equal opportunities policy is applied to all aspects of the work;
- To be aware of and follow safeguarding children procedures and attend regular training;
- To attend regular staff meetings and supervision as required;
- To attend training associated with the post as required;
- To ensure that appropriate confidentiality is maintained.

The duties and responsibilities in this job are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Nourished project worker person specification

Qualifications	Essential / desirable
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NVQ level 3 or equivalent qualification in breastfeeding counselling/support, counselling, child development, mental health or a related field (or higher diploma/degree or equivalent)	Desirable
Accredited breastfeeding peer supporter training or willing to work towards	Essential
Knowledge and understanding of	
Pregnancy, childbirth, the transition to parenthood and secure infant attachment	Essential
Breastfeeding and responsive infant feeding	Essential
Knowledge of the WHO Code of Marketing Breastmilk-Substitutes	Desirable
Support services for expectant parents, children, young people and families	Essential
Equal opportunities and the impact of social exclusion and disadvantage	Essential
Procedures and practice relating to safeguarding children and vulnerable adults, including those experiencing domestic violence	Essential
Confidentiality and data protection principles	Essential
Health & Safety including risk assessment, manual handling, first aid and individual responsibility for own wellbeing	Essential
Experience of	
Working in a health or community setting in a paid or voluntary capacity	Essential
Lived experience of birth, breastfeeding and parenthood	Desirable
Supporting mothers face to face with breastfeeding/infant feeding	Desirable
Partnership working with a range of different organisations and agencies	Desirable
Working with families experiencing a range of issues and circumstances	Essential
Following safeguarding practice and procedures and working with parents where there are child safeguarding concerns	Desirable
Successfully engaging with vulnerable parents and expectant and new parents in different communities	Desirable
Skills	
Ability to speak and write fluently in English	Essential
To be able to demonstrate excellent listening skills	Essential
Ability to organise and manage work independently	Essential
Ability to work effectively as part of a team	Essential
Excellent interpersonal and communication skills	Essential
Ability to work effectively with people from different backgrounds	Essential
Ability to keep the confidentiality of the mothers and their families	Essential
Awareness and commitment to equal opportunities	Essential

Excellent verbal and written communication skills (including producing formal and informal documents, one to one communication, social media posts & promotional materials)	Essential
Excellent IT skills (MS Office – Word, google, zoom & social media)	Essential
Values	
Fully committed to using an empowering and strengths-based approach to supporting parents	Essential
A non-judgemental attitude	Essential
Fully committed to equal opportunities, including anti-racism and anti-discriminatory practice	Essential
Absolute commitment to safeguard and promote the welfare of children and vulnerable adults, ensuring their needs are addressed/listened to	Essential
Comfortable with the organisation's ethos, approach and working environment	Essential
Circumstances	
Has a full driving licence, access to own transport and able to travel to a variety of locations	Essential
Will attend professional training (may need personal time commitment)	Essential
Able to work flexible hours as required including evenings/weekends (with prior discussion)	Essential