



JOB DESCRIPTION

JOB TITLE: HelmHealth Roadshow Coordinator

WORKING TIMES: 12hrs/wk 40 weeks year (term time only/sessional and flexible)
One year contract.

RESPONSIBLE TO: Project Leader, Special Projects & Development

JOB PURPOSE:

To work as part of the HelmHealth team in the delivery of a nutrition and health 'roadshow' that will help distribute Healthy Start vitamins for children direct to families around Dundee who are eligible at family centres, toddler groups and other settings where young families can be accessed and supported. In addition, this Coordinator will offer targeted advice on nutrition, breastfeeding, cooking, weight management and exercise options and will work alongside the Growwell Coordinator and liaise with other key health professionals who will also be working throughout the city with young parents and young women.

The HelmHealth Roadshow Coordinator will organise the roadshow service and ensure that the vitamins are stocked and distribution monitored and that the parents are aware of their use and value for young children under 5 years. The Coordinator will work with young people in the centre who are seeking work experience opportunities and prepare them in customer care skills to attend with the Coordinator at the venues around the city and provide administrative support which will in turn enhance their learning and CVs. The Coordinator will be responsible for the publicity and coordination of the service so that it reaches the maximum number of young families.

The role will ensure detailed monitoring and deliver of the project and be responsible with the support of the Project Leader to produce regular assessment reports for NHS Tayside.

MAIN DUTIES

- Operate a vitamin distribution service of Healthy Start vitamins in Dundee focusing on areas of multiple deprivation.
- Coordinate with groups and centres to provide a regular service for as many groups as possible.

- Offer supported health information and cooking sessions to young people, young parents, external groups of young women and also young women from our other groups.
- Provide targeted support information on areas of nutrition to improve the health of families with young children in Dundee.
- Deliver relevant training in vocational, employability or lifeskills if required.
- Evaluate and monitor the progress of the project and produce regular reports for the Project Leader.
- Work within a team focusing on nutrition and health and support the work of the Growwell Coordinator.
- Be aware of Health and Safety Policies and your responsibilities to young parents in this area.
- Liaise with external agencies and promote Helm services more widely.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Knowledge of family health issues in particular nutritional support 	<ul style="list-style-type: none"> • Working with young people/ young families
QUALIFICATIONS	<ul style="list-style-type: none"> • Food & Nutrition/Dietician qualification ideally with focus on families/vitamins 	<ul style="list-style-type: none"> • 'A' workplace assessor award • First Aid • Food Hygiene qualification
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Worked within a group setting • Report writing • Dundee setting 	<ul style="list-style-type: none"> • IT Skills • More Chances, More Choices group (ie old NEET group ie Not in Education, Employment or Training)
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills • Able to work as part of a small team/or on your own in a busy environment • Flexible • Sympathetic and supportive 	
	<ul style="list-style-type: none"> • Full driving licence 	<ul style="list-style-type: none"> • Access to a vehicle helpful but

OTHER Driving Licence, Etc		not essential • Working knowledge of other work environments and experience of applying workplace skills
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OTHER DUTIES

This Job Description is a broad description of the post. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently this is not a contractual document and the post holder will be required to carry out other duties of an equivalent level that are necessary to fulfil the purpose of the job.

SUPPLEMENTARY DUTIES – Please tick and specify

- Course DevelopmentShort Nutrition course.....
- Special Projects
- Internal Verification of Modules
- Health & Safety Co-ordinator
- First AiderYes.....
- Specialist Subjects
- Supervision of Student/Trainee Placements
- Write Modules
- Leisure
- Other.....

Job Description agreed by:

Signed:

Line Manager:

Date: