

<b>Job Location:</b>	CHSS Head Office, Edinburgh
<b>Responsible to:</b>	Head of Volunteering
<b>Responsible for:</b>	Health Defence Coordinators and Physical Activity Coordinator

1. Introduction to Chest Heart & Stroke Scotland

# NO LIFE HALF LIVED

Everyone has the right to live life to the full. After a diagnosis of a chest or heart condition or a stroke, many people experience fear and isolation and struggle with the impact on their lives. Chest Heart & Stroke Scotland won't stand for that. The care and support we deliver every day ensures everyone can live the life they want to.



**Our Vision:** welcome to a Scotland where people with our conditions can live their lives well. Full lives, with the right support, at the right time and in the right place. A place where you can shape your future and live the life you want to lead.

**Our Mission:** welcome to a community where people can support each other, secure the expert help they need and collectively advocate for the care that matters to them. Welcome to the charity that never underestimates the power of a cup of tea, a conversation started, a recovery begun.



**No Life Half Lived means we need to listen to people with our conditions and deliver well for them. We have identified four goals to get us there.**

We will place our focus on **addressing the unmet needs** of people with our conditions - social, emotional, and physical - across all Scotland's communities.

We will be **led by our people**: people with lived experience of our conditions, their families & carers, friends, colleagues and healthcare professionals.

We will secure the **funding required to deliver via a diverse income portfolio that is consistent with our values** and ethical approach.

We will be **effective and accountable** in all that we do.

We have developed six values to guide us in delivering against our goals:

**Agile:** we will be able to adapt to the needs of our people and the environment we work in.

**Innovative:** we will look for improvement in what we currently do and be creative in developing new services.

**Inclusive:** we will adopt a human rights based approach to our work and ensure we are accessible.

**Accountable:** we will take ownership for our work and hold decision makers to their responsibilities.

**Collective:** we can only achieve our goals by working together and learning from each other.

**Courageous:** we will say what needs to be said and do what needs to be done to meet our goals.



## 2. Introduction to the Health Defence Service

Chest, heart and stroke conditions affect over 1 million people in Scotland and contribute to 40% of deaths. These illnesses are largely preventable through risk factor awareness and lifestyle modification.

The vision for our new CHSS Health Defence programme is to raise awareness of risk factors and condition symptoms in the Scottish population. The post holder will be responsible for the development and delivery of health promotion services in line with our Health Defence strategy. This includes: targeting individuals and communities who are at high risk of developing chest, heart and stroke conditions, particularly in areas where there is a high prevalence of health inequalities and deprivation; and supporting healthy lifestyle change to improve health and wellbeing.

The Health Defence project has four main work streams:

1. Health Screening in Communities
2. Supporting Wellbeing in Communities (self-management and long-term behaviour change focus)
3. Health Defence Policy and Campaigning
4. Overarching Community Engagement

## 3. Job Purpose

The Health Defence Lead will be responsible for the overall delivery of the Health Defence programme and line management of the Health Defence Coordinators and the Physical Activity Coordinator to pilot the Health Defence programme in early 2019 and work towards delivering the programme across Scotland.

The Physical Activity project objectives are to improve local support services to be physically active, reduce barriers to participation, and increase attendance through improved signposting and referrals.

#### **4. Key Challenges**

- To put prevention of chest, heart and stroke conditions on individuals' and organisations' agendas and maintain its profile despite competing priorities
- To operationally manage a team working over a wide geographical area
- To ensure maintenance of quality service provision at all times

#### **5. Key Responsibilities**

##### **Service Development**

- Participate in the development and implementation of the Health Defence strategy for CHSS
- Draft annual operational objectives, measurements and targets for the Health Defence programme
- Identify opportunities to develop partnerships, collaboration and joint initiatives with local communities, IJBs and potential funders

##### **Service Provision and Quality**

- Liaise with the Health Defence Coordinators to maintain oversight of the four separate work streams incorporating delivery plans within the overarching project management planning, monitoring the delivery of key milestones, overseeing expenditure against budget, and providing governance reports as required
- Work with the Operations & Innovation Department to develop an evaluation framework covering inputs, processes, outputs, and outcomes against which success will be measured
- With the input of the wider Health Defence team, identify and map key stakeholders and partnership opportunities, building relationships between them and CHSS
- Develop a small steering group for each work stream to support and provide input to the Health Defence programme
- Liaise with Fundraising and Business Development teams to help identify external funding opportunities
- Champion the Health Defence programme within CHSS, working with the Communications Department to develop opportunities for engagement and be the 'Voice of Prevention' for CHSS
- Maintain professional registration and apply evidence-based knowledge from UK and Scottish guidelines to deliver up-to-date, accurate information
- Establish links with other relevant agencies who might work in partnership to deliver the services offered

##### **Management & Staff Development**

- Take responsibility for the supervision and performance management and development of the Health Defence team
- Contribute to the development and training for staff, placement students and volunteers
- Ensure Health Defence staff receive appropriate clinical support and work in line with their professional standards

##### **External Representation**

- Act at all times as a highly visible, confident and credible ambassador for the organisation externally, promoting organisation-wide interests

- Liaise with individuals at relevant events as a representative of CHSS and understand the role as the 'face of CHSS'; setting the interests of the organisation first

### **General**

- Undertake other duties from time to time as directed by the line manager
- Comply fully with CHSS Policies and Procedures
- Participate in the CHSS appraisal and support & development process
- Attend training sessions, continuing professional development and other activities as required

### **6. Key Results/Objectives**

- To ensure that people who are at high risk of our conditions:
  - Have access to the support and information that enables them to manage and reduce their risk
  - Know what resources are available and who to turn to when they do receive a diagnosis
  - Take action to reduce their risk and make long-term sustainable lifestyle changes
- To develop a measurement and outcome framework for the Health Defence programme
- To deliver the wellbeing programme in communities
- To champion the 'Voice of Prevention' for CHSS and advocate for better public understanding of how to reduce the risk of chest, heart and stroke conditions

### **7. Dimensions**

Budget responsibility: Delegated budget for Health Defence programme

#### **Contacts: (Internal)**

Director of Service Delivery  
 Director of Operations & Innovation  
 Director of Communications  
 Policy Manager  
 Volunteering Team  
 Peer Support Groups Lead  
 Voices Scotland Team  
 National Training Team  
 Community Engagement Officer

#### **(External)**

Local councils and Integrated Joint Boards  
 Local and national policy makers  
 The Scottish Government  
 Service users  
 Carers  
 Third sector partners  
 Community Link Practitioners

*The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.*

## Person Specification

	Essential	Desirable
<b>Education and Knowledge</b>	<ul style="list-style-type: none"> <li>Allied Health Professional registration <b>or</b> qualification in Health Promotion <b>or</b> Public Health <b>or</b> current 1st level Nursing</li> <li>Evidence of recent Continuing Professional Development (CPD) in relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate diploma/MSc in Health Promotion or Public Health</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with people affected by (at least one) of chest, heart or stroke illness or in health promotion</li> <li>Experience managing or coordinating health promotion services in the public or voluntary sector</li> <li>Experience managing teams/staff</li> <li>Experience of preparation of business plans relating to product/service delivery.</li> <li>Experience in developing health promotion /marketing resources</li> <li>Experience of promoting health promotion initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working as a health professional with people affected by (more than one) of chest, heart of stroke illness and in health promotion</li> <li>Practical experience of developing, managing, implementing and monitoring health promotion initiatives</li> <li>Generating health promotion income through funding/grant applications and tendering processes</li> <li>Experience of providing health checks (blood pressure, blood cholesterol) – full training can be provided</li> <li>Experience in measuring the impact and output of public health programmes</li> </ul>
<b>Skills Aptitudes Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communications skills both oral and written with an ability to analyse data to produce well-presented reports</li> <li>Good organisational and negotiation skills with an ability to work under pressure and with limited supervision</li> <li>Ability to work to a high professional standard, and to use own initiative</li> <li>Community engagement/mapping skills</li> <li>High level of experience and competency in IT with proficiency in all MS office packages including experience in using Excel, PowerPoint and Word</li> <li>A full current driving licence and the use of a car for work</li> </ul>	<ul style="list-style-type: none"> <li>Project Management Skills</li> <li>Creative thinking</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Commitment to ethos of the voluntary sector</li> <li>Commitment to equal opportunities</li> <li>Willingness to travel and on occasion to stay away from home</li> <li>Flexible and available to work hours to meet the needs of the role – including evenings and weekends</li> <li>PVG clearance required (CHSS will help to arrange this for you)</li> </ul>	



## Summary of Terms and Conditions of Employment

<b>Term:</b>	Fixed-term maternity cover for 14 months
<b>Salary:</b>	Grade 3 (i), Scale Points 32-40, £29,696 – £36,379 per annum  <i>New appointments are normally placed at the base of the salary scale unless there are exceptional circumstances.</i>
<b>Hours of work:</b>	32.5 hours per week (CHSS full-time is 32.5 hours)  Willingness to work flexibly including travel and, on occasion, to stay away from home
<b>Review of Work:</b>	The post holder is subject to the CHSS objective setting, supervision and appraisal process.
<b>Travel:</b>	You will be required to use your own car on CHSS business, which is reimbursed at the current rate per mile. All other reasonable travel, subsistence and other necessary expenses are reimbursed.
<b>Annual Leave:</b>	CHSS leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave in their first year of service (including public holidays). An employee will be awarded one extra day's annual leave for each complete year of service up to a maximum of 42 days (including public holidays). These allowances are pro-rated for part time employees and further pro-rated for those who join or leave CHSS during the leave year.
<b>Pension scheme:</b>	<p>CHSS offers a Group Personal Pension Plan, which has been established with Aviva. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to a minimum age related contribution) and how to invest your own contributions and those made by CHSS. The emerging fund at the point that you wish to take the benefits is then used to purchase a pension that is paid for the rest of your life.</p> <p>Employee's and Employer's Contributions are paid on the portion of the employee's salary which is above the National Insurance contributions threshold (the Lower Earnings Limit). Employees who meet the relevant criteria are "automatically enrolled" in the scheme.</p> <p>There are also schemes which provide death-in-service benefit and permanent health insurance.</p>
<b>Equal Opportunities:</b>	CHSS is committed to equality of opportunity and to no discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.