

## Health Defence Coordinator Job Description

<b>Job Location:</b>	Community Hub based – Drumchapel
<b>Responsible to:</b>	Health Defence Lead
<b>Responsible for:</b>	Health Defence Volunteers

### 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 Programme

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 new CHSS Health Defence programme focusses on the prevention of chest, heart and stroke conditions, with the vision to raise awareness of risk factors and condition symptoms in the Scottish population.

The Health Defence programme has four main workstreams:

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

## 3. Job Purpose

The Health Defence Coordinator will be responsible for the delivery of pilot 1 of the Health Defence programme based out of the CHSS Drumchapel Hub and wider Glasgow. This includes delivering health checks; healthy lifestyle workshops; and supporting lifestyle change to reduce the risk of our conditions in local communities, particularly where there is a high prevalence of health inequalities and deprivation. The successful candidate will also be expected to support the delivery of other CHSS Health Promotion activities if and when appropriate.

CHSS Community Hubs are places in local communities which are driven by the needs of the community and unify our activities and presence. They provide a 'front door' in to everything we do, bringing together Retail, Services and Fundraising. The successful candidate will be based out

of the Drumchapel Community Hub, with close links and support from the Health Defence Lead. The population of Drumchapel is 13,000 and male and female life expectancy is lower than the Glasgow average. Employment rates are low and single parent households make up 56% of all households with children.

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

- Identifying and mapping relevant stakeholders, building partnerships with internal and external stakeholders who have lead roles in ensuring the programme is a success
- Working with a diverse group of people with from all social and ethnic backgrounds
- Working with individual and groups in areas of deprivation where there is a high prevalence of health inequalities
- Influencing individual and communities to make healthy lifestyle change
- Working in a small team often delivering services in isolation

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

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

##### Health screening and wellbeing in communities:

- Target Health Defence services to individuals who are at high risk of our conditions. This aims to increase people being aware of modifiable risk factors through health screening and online information.
- Provide one-to-one health checks (e.g. blood pressure, cholesterol, body composition) for individuals who are living in areas of high deprivation and/ or are at high-risk of our conditions.
- Provide up-to-date and tailored healthy lifestyle advice to individuals and community groups on reducing the risk of our conditions and secondary prevention
- Support clients to set their own goals and empower them to make informed choices based on “what matters to them” and self-management principles
- Deliver healthy lifestyle workshops to raise awareness and reduce the risk of chest, heart and stroke conditions (primary and secondary prevention)
- Provide follow-up to clients via email or phone call, signposting and referring onto other services as appropriate
- Ensure that all clinical waste is disposed of safely after use; ensuring that hygiene procedures are adhered to at all times
- Collect and record appropriate data as requested to evaluate the programme
- Link with relevant health professionals to ensure that onward referrals are dealt with in a timely matter
- Contribute to health prevention literature and resources for the Health Defence online platform
- Work with the CHSS Physical Activity Coordinator to identify gaps in service provision and opportunities for physical activity in Drumchapel and the wider Glasgow area
- Consider the impact of health inequalities in all aspects of work
- Stay up-to-date with evidence based knowledge from UK and Scottish guidelines to deliver accurate health information

#### Community mapping and partnership working:

- Work closely with the CHSS Community Engagement Coordinator to build relationships with relevant agencies and other voluntary organisations who might work in partnership to deliver the Health Defence programme
- Carry out wide community mapping and service user engagement to find out what the needs of the local community are
- Identify opportunities to develop partnerships, collaboration and joint initiatives with local communities, IJBs and potential funders

#### Volunteer recruitment:

- Recruit, retain and support Health Defence volunteers in your area to support delivery of the Health Defence programme

#### Other duties:

- Provide support to the Health Defence policy and campaigning workstream
- Assist in the evaluation of the Health Defence programme
- Encourage up-take of CHSS services delivered by and through the Community Hubs and local area

#### **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 support our aim 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 contribute to building long-lasting partnerships with external agencies to support the delivery of the Health Defence programme
- To contribute to the delivery of 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: none

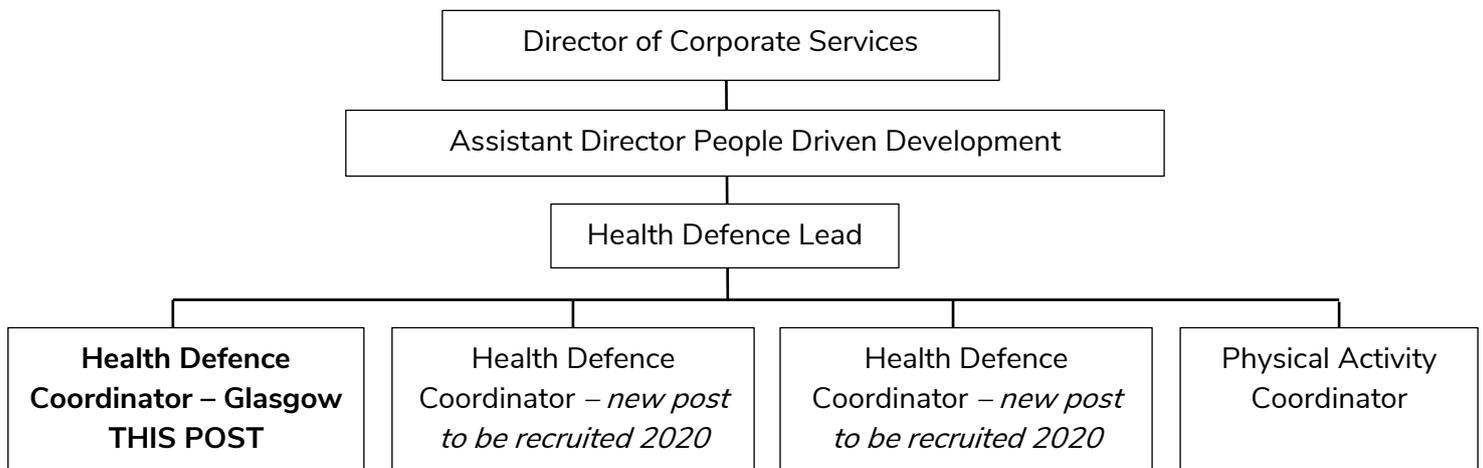
Contacts: **(Internal)**

Community Engagement Coordinator  
Retail store managers and staff  
Physical Activity Coordinator  
Volunteering Team  
Peer Support Groups  
Rehabilitation Support Services  
National Training Team  
Voices Scotland Team  
Comms

**(External)**

Local council and Integrated Joint Boards  
Local policy makers  
Service users and members of the public  
Carers  
Third sector partners  
Community Link Practitioners  
Local Health & Social Care professionals

*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>• Qualification in Health Promotion or Public Health or Allied Health Professional registration or current 1st level Nursing</li> <li>• Or 3 years related work experience in community development</li> <li>• Evidence of recent Continuing Professional Development (CPD) in relevant field</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced learning in Health Promotion or Public Health</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering health promotion/prevention services</li> <li>• Experience of working with people at risk of or living with long-term health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with people affected by chest, heart or stroke illness</li> <li>• Experience of delivering health checks – full training provided</li> <li>• Understanding of health promotion theory, the wider determinants of health and health inequalities in Scotland</li> <li>• Knowledge and application of behaviour change theory</li> <li>• Experience of measuring impact and outcomes</li> <li>• An understanding of core principles of health/community development</li> <li>• Understanding of Health Literacy.</li> </ul>
<b>Skills Aptitudes Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Good organisational skills</li> <li>• Excellent presentation skills</li> <li>• 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>• Confident use of MS office programmes</li> <li>• A full current driving licence and the use of a car for work</li> </ul>	<ul style="list-style-type: none"> <li>• Creative thinking</li> <li>• Community engagement/mapping skills</li> <li>• Project management skills</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 for 3 years
<b>Salary:</b>	Grade 3 (ii) Scale Points 27-34 £26,231 – £32,504 per annum (Implementation of job evaluation exercise – review pending)  <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 postholder 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>	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.  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.  There are also schemes which provide death-in-service benefit and permanent health insurance.
<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.