**JOB DESCRIPTION**

**NHS Health Checks and PAoR Coordinator**

**MAIN PURPOSE**

The NHS Health Check & PAoR Coordinators key responsibility is to co-ordinate the successful delivery of the community PaoR scheme and the delivery of NHS health checks delivered by GP subcontractors.

The post holder will:

* Be the first point of contact and an advocate for GP subcontractors delivering NHS Health Checks.
* Build and maintain relationships with leisure providers on the PaoR framework.
* Ensure weekly/monthly updates are provided to the Service Manager/Operational Manager.
* To lead on engagement to ensure that services are embedded in the wider system approach.
* Manage a caseload of clients participating in the community physical activity on referral scheme.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

The Coordinator will:

* Support the Service Manager and Operational Leads to ensure the service is of high profile and there is strong awareness in relation to the referral pathway to access the service
* Ensure the service delivery provides a consistent, continuum of support, aiding service users with navigation of their pathway / interventions.
* Assist in service development to raise the profile of Fitter Futures within and across the local networks, supporting the co-ordination of interventions across Warwickshire.
* Identify and engage with individuals from agreed target groups and communities to facilitate communication regarding promoting their health and wellbeing, and Fitter Futures.
* To liaise with key partner organisations such as, work places, community organisations, community centres to promote and embed the Fitter Futures service within these settings.
* To work and be based in the local community to identify local leaders, champions and advocates, to ensure that the service develops in line with local need and is embedded in the local community.
* To champion and adhere to processes and procedures to identify and strive for continuing improved quality throughout the patient’s pathway, together with robust data management.
* Be responsible for ensuring rigorous and regular data inputting to ensure accurate records are maintained in accordance with Everyone Health procedures, to ensure compliance with Information Governance and Data Protection in relation to patient information.
* Take an active part in developing own knowledge and skills of others by mentoring, supervision and review.

**PERSON SPECIFICATION**

1. **SKILLS & ABILITIES**

* Excellent written, verbal, non-verbal communication and presentation skills.
* Computer literate – ability to maintain and monitor information systems in line with the national minimum dataset and adapt to reflect local needs.
* Able to plan and organise a number of complex activities and programmes
* Able to use appropriate policies, principles and guidelines to ensure successful delivery.
* Supportive and encouraging to people in difficult (sometimes frustrating) situations.
* Flexible and adaptable approach to working.
* Value and respectful of other people – regardless of background or circumstances.
* Able to respect confidentiality.
* Good empathy skills.

1. **KNOWLEDGE**

* Sound knowledge of challenges to achieving health improvement amongst vulnerable and deprived communities.
* Sound knowledge of NHS Health Checks and Physical Activity on Referral.
* Knowledge of community engagement principles
* Sound knowledge and understanding of key elements to maintain a healthy lifestyle, including physical activity, healthy eating and weight management.

1. **EXPERIENCE**

* Experience of developing effective relationships with key stakeholders
* Experience of providing health promoting initiatives/services in the local community
* Experience of supervising staff
* Experience of writing reports, procedures, policies and health promotion communications for wide circulation.

1. **QUALIFICATIONS**
   * Degree or Diploma in relevant subject area, or equivalent knowledge and experience gained through working in a public health role.
   * Sound knowledge of prescribing exercise and advising on physical activity to special populations.
   * Sound knowledge of NHS Health Checks
2. **SPECIAL CONDITIONS**

* Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
* Role incorporates evening / weekend working, with variable levels of travel across Warwickshire.
* Full UK Driving licence and access to a car for work- with ‘business purposes’ insurance.
* Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
* This post involves working with vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.