Job Description: Deputy Coordinator – Lewisham and Greenwich

# Background of post

# The Breastfeeding Network (BfN) has been commissioned through the London Borough of Lewisham and the Royal Borough of Greenwich to set-up and develop a new breastfeeding peer support service which will include peer support on postnatal wards, community groups, home visits and online support. The BfN will deliver training and supervision to provide a universal and targeted support service consisting of paid staff and volunteers.  This service will be well integrated and complement the work of statutory and other relevant services.

# Main duties

The role covers 12 hours a week in Lewisham and 12 hours a week in Greenwich which could be one post holder or a job share. The Deputy Coordinator will deputise for the Service Manager/s and be a key contact for BfN staff, volunteers and local stakeholders, playing a role in the reporting and development of the service. The post holder will be expected to work independently, with support from the Lewisham and Greenwich Service Manager/s. This role is mainly home based with some travel in the Lewisham/Greenwich areas.

The Deputy Coordinator will play a key role in engaging and motivating volunteer peer supporters within the team, and ensuring peer supporters represent different communities that live in Lewisham and Greenwich.

* To deputise for the Service Manager
* To assist in the coordination of the training, supervision and management of a team of Accredited Peer Supporter volunteers and trainees in the Lewisham and Greenwich areas.
* Liaising with partners and local stakeholders in order to support ongoing development and implementation of peer support.
* To oversee the hospital volunteer recruitment processes and be a contact point with voluntary services at local hospitals.
* To promote the Breastfeeding Network service / peer support amongst the community.
* To organise, monitor and evaluate the work of the accredited volunteer peer supporters including those in training, across the area.
* Organising or delegating the set-up of rotas for peer supporters.
* Being a point of contact for volunteers if any issues arise.
* To work with the BfN Supervisor and Central Team to ensure volunteers are registered and have completed mandatory training and DBS checks as required
* To produce reports on volunteer activity etc. as required for reporting purposes and support evaluation.
* Keep accurate and up to date records in line with BfN Information Governance policy and BfN Code of Conduct.
* To work within the BfN’s Code of Conduct and policies.

**Leadership:**

* Liaising and cooperating with community IFC, Children’s Centres, Health Visiting and Midwifery teams across the boroughs in order to contribute to the achievement of the UNICEF Baby Friendly Initiative (BFI)
* Liaising with hospital IFCs and midwifery to maintain and develop process for hospital working/volunteering
* Support, encourage and motivate volunteers in volunteering, community awareness and other activities.
* Support volunteers to ensure appropriate referral and signposting for more complex breastfeeding issues.
* Organise the work of volunteers in consultation with local stakeholders and BfN Service Manager/s.

**Project Management:**

* Oversee and support with compliance with BfN and hospital policies.
* Support development and implementation of processes for data collection and reporting

**Analysis and data management**

* Support the Service Manager/s in developing data collection and evaluation processes
* Support the Service Manager/s in report writing, and providing evidence for reports when required
* Provide data to BfN and commissioners in a timely manner as required.
* Keeping an accurate database of contact details, training and activities of all volunteers.

**Equality and Diversity**

* Ensure compliance with BfN policies on Equality and Diversity.
* To carry out your duties in a way that supports equality and values diversity. This responsibility includes your actions in relation to service users, volunteers, work colleagues, people in other organisations and members of the public.
* Ensure that the volunteers work in a way that supports equality and values diversity.

**Health & Safety**

* Follow standard Health and Safety guidelines
* Ensure activities take Health and Safety guidelines into consideration
* In compliance with the Health and Safety at Work Act 1974 and subsequent legislation the post holder is required to undertake a proactive role in the management of risks in all their actions including:
	+ Undertaking risk assessments in line with the BfN risk assessment

process.

* + Reporting all incidents, near misses and hazards in line with the BfN.
	+ Significant event reporting system.
	+ Undertaking a statutory duty of care for your own personal safety and

that of others.

* + Attending statutory health and safety training.
	+ Attending all BfN mandatory and any other health and safety training as required and ensure BfN volunteers in the specified area, meet these requirements.

**Freedom to Act**

The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed rather than supervised and results and outcomes are assessed at agreed intervals.

The post holder must:

* Work independently to deliver activities and actions within defined strategies
* Plan own work objectives in line with BfN objectives using initiative and acting independently.

*This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may be reasonably requested.*

Person Specification: Deputy Coordinator

**Please refer to this document carefully when completing your application form and preparing for your interview. You must demonstrate how you meet the criteria on your application form.**

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| **Qualifications** | **Essential** | **Desirable** |
| Registered or willing to transfer in following training as a Breastfeeding Helper or Supporter with The Breastfeeding Network (BfN) |  |  |
| Show evidence of continued professional development and ongoing learning |  |  |

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| **Experience and Knowledge** | **Essential** | **Desirable** |
| Experience of working/volunteering within the charity sector |  |  |
| Experience of coordinating people and projects |  |  |
| Experience of managing/coordinating volunteers |  |  |
| Understanding of the importance of breastfeeding, the local Infant Feeding culture and the specific issues that affect families across the geographical areas |  |  |
| Understanding of BfN, its ethos, policies, procedures and commitment to its Code of Conduct |  |  |

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| **Skills and Abilities** | **Essential** | **Desirable** |
| Ability to speak and write fluently in English | ✓ |  |
| Ability to organise and manage work independently | ✓ |  |
| Excellent interpersonal and communication skills, including active listening | ✓ |  |
| Ability to work with people from different cultures sensitively | ✓ |  |
| Excellent organisational skills, including prioritisation and time management skills | ✓ |  |
| The ability to motivate others when problems arise through positive communication and working together to find solutions to problems | ✓ |  |
| Ability to maintain an appropriate level of confidentiality | ✓ |  |
| Experience of administrating and using social media | ✓ |  |
| Familiarity with different social media platforms (Facebook, Instagram, Twitter) | ✓ |  |
| IT skills (Word, Excel, email, office 365 and internet) | ✓ |  |
| A space to work at home with reliable, secure internet access | ✓ |  |
| The ability to work in and travel frequently around the Lewisham and Greenwich areas | ✓ |  |