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## **Shoreditch Trust Bump Buddies Community REACH Project Coordinator: Job Description and Person Specification**

### **Background**

The **Community REACH Project** will examine the effectiveness and cost-effectiveness of a whole system, community level approach to support women to access care, particularly amongst those who are at risk of accessing care late and inconsistently.

Working in partnership with local Co-host organisations and a trained network of local peer volunteer champions, the project will raise awareness of the purpose and value of antenatal care, its early uptake, and how and when to access care.

The Providers who perform the role of Co-host organisation will work and support Community REACH Volunteer Champions to engage with women and their families about the value and benefits of early antenatal care. The project will also raise awareness in how women can access antenatal care early in pregnancy.

This project will take place in 10 different areas (electoral wards) across north and east London, and in Essex. Working in partnership with local community Co-host organisations and a trained network of local peer volunteer champions, the Community REACH project aims to raise awareness in these areas about the value and benefits of early antenatal care, and how women can access antenatal care early in pregnancy.

The Co-host organisations and their Community REACH Volunteer Champions will carry out community outreach in their designated area (electoral ward) to promote the project to all women of childbearing age, and in particular women in specific target groups, who are vulnerable to accessing antenatal care late in pregnancy: including women from ethnic minority communities; women unable to speak English; women born outside of the UK; young women under 20 years; women living in temporary accommodation; and women with more than two children.

The intervention will be implemented and evaluated over a 6-month period (**from June 2017 to the end of November 2017**) in 10 randomly selected electoral wards across North and East London, and Essex, where women are more likely to delay the start of antenatal care. We have used a co-design process with local communities to develop the intervention model, which will

be further tailored and refined within local communities during the set-up phase in each electoral ward. A research team, led by the University of East London, will evaluate the project with a cluster randomised controlled trial study, a process evaluation.

## Job Description

The Bump Buddies Community REACH Project Coordinator position is a multi-faceted role that is key to the effective delivery of Community REACH in Hackney. The role combines project coordination with practical delivery and coordination of project volunteers. The Project Coordinator will work closely with the Bump Buddies Project Manager to deliver the Community REACH project.

**Reports to:** Bump Buddies Project Manager  
**Salary:** £22,000 per annum pro rata  
**Hours:** 14 hours  
**Duration:** 8 month fixed term contract  
**Probation:** Two months  
**Based at:** Units 1-2, 8 Orsman Road, London N1 5QJ  
**Holiday:** 25 days plus bank holidays per annum pro rata  
**Job ref:** BB01

## Principle tasks

The work plan will be split across three main areas:

### 1. Development, coordination and delivery of the Community REACH project

- Support the Project Manager to plan and deliver a launch event for the project to introduce the project to, and get buy-in from, local ward-level organisations and communities and to inform the assets for the outreach plan;
- Build strong links and productive relationships with people and organisations in and around Dalston ward, such as the local authority, local NHS, voluntary and community sector organisations, faith groups, and other organisations that have a role in improving antenatal care services within the local area;
- Build and develop local profiles and mapping of community assets for Dalston ward to inform the local outreach strategy, including, for example, opportunities for outreach via schools, faith organisations, pharmacies, and GP Surgeries;
- Organise and manage the activity logistics including scheduling and promotion (in collaboration with the Communications Manager);
- Co-design and deliver outreach activities as and when required;
- Adhere to prescribed monitoring and data collection methods;
- With the support of the Project Manager, submit monthly reports, which outline outreach activities, participants reached, targets met and subsequent learning, issues and developments within the project;
- Attend a Pan-REACH project event to feedback and share learning.

## 2. Supervision and coordination of Community REACH Champions Volunteer Team

- Support the Project Manager in the recruitment of the Community REACH Champions Volunteer Team;
- Coordination of Community REACH Champions' training;
- Support volunteers in fulfilling the role of Community REACH Champions to deliver the intervention messages about the importance of early antenatal care and how to access care;
- Coordinate and support the Community REACH Champions to reach out to their local community, in particular women at greater risk of accessing care late and inconsistently (for example, minority ethnic groups, and younger women—initial target groups for each ward will be provided) and, through the Community REACH Champions intervention, to help to increase the numbers of women who attend their first antenatal appointment with maternity services within the first 12 weeks of pregnancy;
- Liaise with, book and coordinate volunteers as required by the programme, in conjunction with the Bump Buddies Manager;
- Convene Community REACH Champions' meetings;
- Administer expenses to support Community REACH Champions in their role;
- Organise and deliver (supported by the Project Manager) a volunteer appreciation event at the conclusion of the project.

## 3. Coordination of Local Advisory and Action Group (LAAG)

- Convene bi-monthly LAAG meetings within the 6-month intervention delivery period;
- Minute LAAG meetings and prepare reports for circulation.

### Job requirements

- In order to be responsive to the community you will need to be flexible, working some evenings and occasionally weekends. Hours will be agreed on a mutually beneficial basis and reclaimed on a TOIL basis.

### Corporate responsibilities

- Conduct high levels of professionalism at all times with particular reference to punctuality, dress, presentation and administration
- Keep customer care as the major priority for service provision
- Ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Shoreditch Trust

*Due to the sensitive nature of this service, this post is for a female worker only and is exempt under Schedule 9, Part 1 of the Equality Act 2010.*

*Please note that this job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.*

## Person specification

### Education and professional qualifications

#### Essential

- Degree or equivalent standard of education or minimum of 3 years' relevant experience.

#### Desirable

- Degree or equivalent professional qualification relating to health improvement, social care or community development work.

### Experience

#### Essential

- Working with a range of stakeholders from the public, private and community sectors;
- Coordinating a project that supports/works with people in specific target groups and/or with complex needs;
- Working with members of the public and handling confidential and sensitive data;
- Coordinating a small team of staff or volunteers;
- Using and supporting individuals to use data capture systems;
- Working within organisational policies and procedures, particularly Safeguarding, Health and Safety and Equality and Diversity.

#### Desirable

- Working in a community setting;
- Initiating new projects.

### Knowledge, skills and aptitudes

- A good understanding of key cultural, social and religious aspects of multi-cultural inner-city borough;
- A good understanding of the factors that influence physical and mental health in areas of high deprivation;
- Excellent interpersonal skills with an ability to communicate with a wide range of stakeholders and maintain high levels of customer service at all times;
- Excellent organisational and administrative skills with the ability to manage multiple tasks at the same time;
- The ability to remain flexible and adaptable in a community-based environment;
- Excellent verbal and written communication skills and a high level of IT literacy (Microsoft Office, content management systems).