**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | HENRY Coordinator |
| **Job Reference** | 20082 |
| **Grade and Salary** | 5 - £34,434 to £40,777 per annum (pro rata for part time) This role includes performance related pay progression |
| **Directorate** | Children and Young People Services (CYP) |
| **Service**  | Health and Community Services (0-19)  |
| **Team** | Healthy Living Service |
| **Location** | Endeavour House, Ipswich – (plus frequent travel across Suffolk)  |
| **Hours per week** | 37 hours per week (or 2 x 18.5 hours per week)  |
| **Status** | **Fixed Term 01 October 2025 – 30 September 2027** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Organisational Context** |

The responsibility of the Children and Young People’s Directorate (CYP) is to ensure the safety, well-being and learning of children and young people. To do so we need to “make every intervention count” to create impact and bring about sustainable change for children, young people and their families where need is identified. We are determined to continuously improve our services by working in partnership to ensure that our work is high quality and effective.

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| **Main purpose of the job** |

This post is to develop the provision of HENRY as an intervention across Suffolk, Healthy Living Service, 0-19 Healthy Child Programme, Children Centre Offer and the Voluntary and Community Sector (VCSE), and to maintain the quality of this offer and offer support those delivering it.

The HENRY approach adopts a unique and highly effective way of working with parents which supports them to change family lifestyle habits and behaviours and provide a healthy start in life for their children.

The HENRY Coordinator role includes supporting the delivery of evidence-based interventions, practitioner training and community volunteer initiatives.

Working with VCSE organisations to promote and engage staff and volunteers in HENRY training and working with VCSE organisations to develop a facilitator network to support HENRY delivery.

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| **Typical responsibilities of a role at this level** |

After initial training, the HENRY Coordinator is expected to:

* Deliver peer supervision sessions
* Ensure that all facilitators attend supervision sessions
* Ensure the promotion of programmes and support the recruitment of parents
* Coordinate dates and times of HENRY training and programmes
* Coordinate the supply and distribution of HENRY resources
* Collect and collate review forms and other paperwork to send to HENRY
* Providing 2x 2-hour supervision sessions for facilitators during each programme
* Offering virtual or face to face support for facilitators between supervision sessions
* Monitor feedback from parents and facilitators to ensure quality of delivery

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| **Autonomy** |

The practitioner will:

* Take responsibility for the development of a high-quality HENRY offer in Suffolk.
* Offer face to face and virtual support to facilitators in the HLS, 0-19 Healthy Child Programme, Children Centre Offer and VCSE.
* Coordinate the training of facilitators.
* Coordinate resources.
* Ensure data is collected, reviewed and shared with HENRY.
* Be required to organise their own workload.
* Identify problems, resolve where appropriate and escalate to senior colleagues.

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| **About the team**  |

Suffolk’s Healthy Living Service 0-19 (25 SEND) will ensure delivery of the Children and Young Peoples Healthy Living Service (CYPHLS) across Suffolk for children and young people, aged 0-19years, (or the age of 25 years for young people with Special Educational Needs and / or Disabilities (SEND) and their families. The service will support families to ensure that children grow up to be healthy, safe and able to sustain healthy lives.

A key objective of this service is to respond to the needs of children, young people, and families at an early stage to support a healthy start in life, enabling them to be resilient and to reduce the need for more costly and invasive interventions at a later stage. There is a focus on improving lifestyles and supporting positive change throughout the family for sustainable habits. This delivery model will adopt principles of close collaborative and integrated working across the wider children and young people’s services and voluntary/community sectors.

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| **What you will be expected to deliver in the role** |

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

• Deliver peer supervision sessions

• Ensure that all facilitators attend supervision sessions

• Ensure the promotion of programmes and support the recruitment of parents

• Coordinate dates and times of HENRY training and programmes

• Coordinate the supply and distribution of HENRY resources

• Collect and collate review forms and other paperwork to send to HENRY

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Suitable qualification graduate or equivalent experience in a relevant area of work.
2. Evidence of continuing professional development.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.
7. Committed to listening to children and families and to working collaboratively with them to address concerns.
8. Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Specialist knowledge skills and experience**

1. Ability to use initiative within boundaries of the role.
2. Demonstrates knowledge of Signs of Safety and a broad practical understanding of and skills in using solution focused approaches of intervention.
3. Ability to effectively apply solution focused approaches to deliver successful outcomes.
4. Ability to clarify risks and concerns and focus on solutions to create a climate in which change can happen.
5. Knowledge of relevant legislation, regulations and guidance as appropriate to role
6. Ability to recognise and act on Child Protection and risk issues and escalate as appropriate.
7. Demonstrating knowledge and application of the early intervention and preventative agenda.
8. Knowledge of associated agencies and their working practices and roles.
9. Ability to use a range of assessment frameworks
10. In depth knowledge of the social and emotional factors that affect a child’s capacity to learn and develop.
11. Understanding the diverse range of needs of clients and backgrounds.
12. Well-developed interpersonal and communication skills in order to:
13. Engage effectively with a range of audiences including professional stakeholders.
14. Negotiate, influence and mediate to achieve positive outcomes and support and motivate children, young people and families.
15. Effectively manage challenging or sensitive situations and provide appropriate advice and facilitation to de-escalate.
16. Proven ability to make constructive contribution to meetings and negotiate with a range of stakeholders, settings and contexts.
17. Sensitivity to disability, sexuality, gender and ethnicity issues.
18. Ability to keep accurate and timely records and compile reports in a variety of formats, using appropriate IT.
19. Demonstrates awareness of the importance of using plain language and the ability to do so.
20. Relevant experience of working directly with children, young people and their families, as relevant to the specific client groups.
21. Experience of collaborative work with families.
22. Evidence of using solution focused approaches in practice.
23. Experience of working with children and families where there have been safeguarding concerns
24. Experience of assessment and / or observation of the developmental needs of children
25. Proven commitment to finding solutions, planning and developing interventions with families, using an evidence-based approach.
26. Mentor/supervise junior staff and students as required.
27. Ability to integrate information gained from policy documents and research into service delivery. (Desirable)
28. Ability to learn new IT applications as appropriate to role. (Desirable)
29. Experience of using Suffolk Signs of Safety and Wellbeing principles, disciplines and tools. (Desirable)
30. Experience of group work. (Desirable)
31. Experience of working alongside parents who may have mental health, learning or physical disability or sensory impairment. (Desirable)
32. Experience of working with a range of agencies and communities. (Desirable)

**Additional requirements**

1. To work in a variety of locations and client’s homes, including rural areas if required by the post.
2. A DBS check will be undertaken for the successful candidate.
3. High level of organisational skills and the ability to plan ahead, prioritise work and meet deadlines.
4. Willingness to undertake training as required to update knowledge and skills.
5. Evidence of successfully working alone as well as part of a team.
6. Ability to undertake out of hours working if required.

**It would also be desirable to have**

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

***Optional****: If travel is required in this role, please select the relevant option below:*

* Infrequent Travel - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.
* Frequent Travel Essential - You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* Frequent Travel Desirable - You may need to operate across a wide and rural area, so it would be beneficial for you to either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* **Vocational Driving Essential (vehicle provided) -**Due to the nature of this role, you will require a driving licence. A vehicle will be provided.
* **Vocational Driving Essential (vehicle not provided) -**Due to the nature of this role, you will require a driving licence and access to personal transport.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.