

## **Senior Hub Lead Job Description**

### **Knowledge and experience**

- You will need to be or have been:  
A Qualified health visitor; or you have a background in nursing/midwifery or similar (for example an early years specialist).
- You have undergone training to support parents such as positive parenting and/or Antenatal/Postnatal parenting support
- Experience of supporting families on a one-to-one basis and/or in groups
- Experience supporting families from Black or minoritised communities, and those with multiple and complex needs.

### **Skills**

- The ability to understand other people and gain their trust
- Skills in organisation and prioritisation
- Interpersonal skills; a friendly, patient and approachable manner
- Emotional maturity and sensitivity
- Experience in using basic computer software including office, zoom, g-suite, and online workspaces/management systems, as well as a willingness to learn.

### **Key responsibilities include:**

- Providing health advice and health education programmes
- Helping new parents understand childcare issues, such as feeding, sleeping, safety and development
- Helping people come to terms with issues such as postnatal depression or other mental and emotional concerns
- Establishing and addressing key health needs by providing information or signposting to relevant resources
- Referral to and liaison with other relevant organisations
- Supporting parenting skills, and offering parents any further support that may be needed
- Working with other professionals such as social workers, volunteers GPs, school nurses, and researchers.
- Developing and Following escalation protocols to safeguard children
- Provide support for. our dynamic and unique volunteer program
- And any other roles relating to the development and sustainability of the organisation
- Keep accurate records/notes and evaluate program outputs/deliverables

**Key competencies**

- Knowledgeable (and demonstrate expert knowledge in the area of supporting families antenatally and Postnatally, and between the years of 0-5.)
- Flexible
- Sensitive and empathetic
- Professional
- Adaptable
- Honest and transparent

**Requirements:**

- You will need to be available at least one Monday in the month and one evening Monday-Thursday in the week. (This may be subject to change).
- You will need to attend team meetings as well as project development meetings. (Once a month).
- You will also be expected to be proactive about promoting the groups and increasing attendance with the support of team members.

Part-time:

This role is great for anyone who would like flexible part-time work and who is perhaps transitioning from more formal arrangements to self-employed work.

This is also a great opportunity to join a start-up not-for-profit organisation at a senior level and be involved in a dynamic and multidisciplinary team to bring to life the vision and realisation of racial-gendered health equity and support the well-being of girls and women.

10-12 hrs per month. Subject to funding. (May increase)

**To apply:**

Please send a CV and cover letter to the e-mail: [women.mathealth@gmail.com](mailto:women.mathealth@gmail.com)

See our website for more information: <https://www.womensmaternalwellbeing.com/>

As part of the selection process you will be expected to:

- Attend an interview
- Present 2 short presentations (5-10 minutes each)
- Provide 2 references
- Be willing to have an enhanced DBS check

\*Only successful applicants will undergo a DBS check