

HARROW ROAD CHAMPIONS PROJECT LEADER

Title: Harrow Road Champions Project Leader

Hours: Full time (35 hours per week) flexible or part time hours will be considered

Salary: £29 to £32k per annum depending on skills and experience

Contract type: Fixed term 1 year contract with potential to extend

Annual leave: 25 days per year + bank holidays

Reports to: Health and Communities Programme Manager

Location: TBC – desk space in Harrow Road ward with regular outreach in the community

Please note that PDT is clear on our commitment to safer recruitment and this role is subject to successful completion of references, DBS check and a six month probation.

About Paddington Development Trust

PDT was formed in 1998 by local residents who remain at the heart of everything we do. A significant number of PDT staff were born or continue to live in the local area and our Board of Trustees is made up of people who live and work in Paddington. Our mission is to bring people together and support them to take charge of their own individual and shared futures.

We do this through volunteering projects, supporting people into employment, self-employment and training and through projects that enhance the built environment and provide additional facilities for local people.

About Community and Maternity Champions

The Champions programme is commissioned and funded by Bi-Borough Public Health with support from North West London NHS's Integrated Commissioning Board (ICB)

Champions are local people who volunteer their time to connect local communities and residents with local services and help them to make informed choices about their health and wellbeing. Community Champions focus on key health messages including mental health, oral health, physical activity and healthy eating whilst the Maternity Champions specialise in supporting new and expectant parents with babies up to 1 year of age.

The Champions' success depends on their knowledge and understanding of local communities, their needs and aspirations. They meet people on the streets, knock on doors and share messages through their families and social networks. They use the rich insight they hear from residents to work with commissioners and other professionals to influence services and messages. Through the programme the champions are also supported in gaining vital skills, training and experience to help them meet their own personal goals.

PDT runs four Community and Maternity Champions projects, having taken over the hosting of Harrow Road Champions from 1st July 2024. The Harrow Road Champions formed in 2015

and have a strong history of engagement with the local community particularly around cooking and nutrition, men's and women's health and have a strong historic connection to Maida Hill Square. The area of benefit for the Harrow Road project is Maida Hill Square, Lydford estate and surrounding streets.

Role Description

Working with volunteers

Maintain a team of 20 Community and Maternity Champion volunteers including ongoing recruitment and induction as needed.

Effectively manage, support and empower volunteers to achieve their personal goals and the goals of the project through 1:1s, team meetings and day to day contacts, in line with the PDT Volunteering policy

Use leadership and interpersonal skills to inspire and motivate the Champions, to help them work well as a team and take ownership of Champion activities

Project Delivery

Manage project delivery to meet public health priorities and the needs and interests of the Champions, including community research, events, regular activities and public health campaigns.

Use creative and innovative methods to engage hard to reach communities and promote health and wellbeing.

Maintain a high level of understanding of key public health issues, resources, services and referral pathways and arrange and deliver training to support Champions to share key public health messages and signpost to services.

Work with partner organisations including VSO partners within Harrow Road ward, the Council's Public Health, Communities and other depts, Integrated Neighbourhood Teams, GPs, Social Prescribers and other connectors to maximise the impact of the Champions and foster good working relationships between volunteers and local organisations and build the reputation of the Champions project in the local community.

Work as a key partner within the North Paddington Programme: [The North Paddington Programme | Westminster City Council](#)

Ensure that the project is delivered in line with PDT policies including adult and child safeguarding, volunteering, health and safety, data protection and equality and diversity

Work in partnership with other PDT projects, particularly other Champions projects to ensure shared learning and consistent quality across the team.

Monitoring, Reporting and Budgets

Effectively manage petty cash and maintain records of expenditure and support Programme Manager to manage the project budget

Capture case studies and news and publicise to residents and stakeholders via the PDT website, Champions newsletters and social media

Monitor, capture and record outputs on the online WISH database, complete quarterly monitoring reports to Bi-Borough Public Health, supported by the Programme Manager and ensure internal databases are kept up to date.

Undertake any other duties as directed by the Programme Manager

Be willing and able to work occasional evenings or weekends

This role is based in a team that is geographically dispersed and so is suited to someone that is able to work independently.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Job Description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

Person Specification

	Desirable	Essential
Understanding and interests		
Understanding of health inequalities, the challenges facing communities in North Westminster and the role of Community and Maternity Champions in addressing them		x
Highly motivated and passionate about improving health and wellbeing through empowering individuals and communities		x
Knowledge and understanding of data protection, health and safety, safeguarding and boundaries	x	
Experience		
Experience and understanding of best practice in recruiting and managing volunteers	x	
Skills		
Ability to proactively build and sustain strong relationships with a wide variety of individuals and organisations		x
Excellent interpersonal, listening and communication skills		x
Ability to take a non-judgmental and empathetic approach to individuals with a variety of complex needs, whilst maintaining clear boundaries.		x
Ability to problem solve and use initiative in a fast paced and changing environment		x

Able to work independently and as part of a diverse team		x
Ability to complete basic data entry and collect and record evidence of service outputs and outcomes		x
Highly organized, able to plan and manage a highly complex workload to tight deadlines		x
Strong working knowledge of IT packages (Word, Excel, Outlook)		x
Other		
Committed to the principles of equal opportunities and diversity		x
Prepared to promote public health campaigns on vaccinations and other health topics in line with NHS and government guidance		x

The closing date for this post is 9am on Monday 29th July 2024. To apply please complete and send the attached application form and equality and diversity form to lizzie@pdt.org.uk. **Please note that CVs will not be accepted.**

If you have any questions about the role please contact Lizzie Fletcher on 07593690705 or email lizzie@pdt.org.uk.

If shortlisted, interviews will be held on Thursday 8th August.

Equality and Diversity

PDT is committed to the provision, on a fair and equitable basis, of all our services and all areas of our operations.

PDT recognises that discrimination exists and that there is a strong link between discrimination, poverty and lack of opportunity. It is PDT's committed aim to enable access to existing and emerging opportunities and to empower all people living in Paddington and to others we work with, particularly those communities and people who have been excluded from mainstream services.

PDT will not discriminate on the grounds of race, ethnic origin, nationality, religion, culture, gender, sexual orientation, disability, HIV status, age or against ex-offenders.

Further information

If you have any questions about the role or require any special arrangements to be made to enable your application due to disability please contact Lizzie Fletcher on 07593690705 or email lizzie@pdt.org.uk.