



Keighley Healthy Living

13 Scott Street ▪ Keighley ▪ BD21 2JH

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Registered Charity No. 1090543 ▪ Registered in England Company No. 4190566

JOB DESCRIPTION

Community Engagement – Nutrition and Wellbeing Tutor

Hours of work:	16 hours per week Monday to Friday to be worked in office hours between 0830 and 1800 (excluding a lunch break) but some flexibility required including weekends and evenings
Salary:	£12.17 per hour (£22,149.40 FTE)
Holiday Entitlement:	36 days per annum pro-rata including 8 bank holidays
Employer:	Board of Directors Keighley Healthy Living (KHL)
Supervision:	CEO, KHL
Location:	Based at 13 Scott Street, Keighley, BD21 2JH

Job Purpose:

To plan, deliver and evaluate a range of food / nutrition and cooking courses to children and adults living in Keighley and surrounding areas to promote healthy lifestyles and to help tackle inequalities.

Principal Responsibilities:

1. Programme Delivery
2. Partnership Development
3. Resources & Marketing

1.0 Programme Delivery

- 1.1 To deliver a range of cooking courses, for example, Cooking for a Healthy Weight, Cooking on a Budget and Young Chefs.
- 1.2 To deliver practical demonstrations at events to promote KHL, cooking courses and other food and nutrition sessions.
- 1.3 To follow good practice on food safety, health and safety and follow KHL and national guidance.
- 1.4 To ensure all programmes meet national and local guidance and are evidence based.
- 1.5 To provide menu planning support and food hygiene guidance to luncheon clubs and other projects which include food preparation and provision.
- 1.6 To plan, co-ordinate and help deliver the Healthy Holiday Club over the summer holidays.
- 1.7 To deliver nutrition and wellbeing sessions in schools, and to adults in community settings.
- 1.8 To ensure all relevant paperwork for monitoring is undertaken as required by funders/ commissioners.

2.0 Partnership Development

- 2.1 To attend relevant groups, meetings and training.
- 2.2 To work with GPs, other health professionals, Public Health, voluntary and community groups and public sector organisations such as children centres in promoting and developing cooking sessions and KHL's programmes.
- 2.3 To attend relevant events to promote KHL and Food and Nutrition programmes.

3.0 Resources & Marketing

- 3.1 To develop and source effective resources to be used on the cooking courses.
- 3.2 To ensure the kitchen is kept well stocked for equipment and that food ingredients are stored correctly in clean containers. To ensure the kitchen is kept clean and in good working order and report any concerns to KHL management.
- 3.3 To signpost users to other relevant services in Keighley and the surrounding areas.
- 3.4 To ensure up to date information is prepared for publicity materials such as the KHL website, leaflets and press releases.

4.0 Evaluation and Monitoring

- 4.1 To develop appropriate monitoring and evaluation tools and ensure all relevant paperwork for monitoring is undertaken as required by funders/ commissioners.
- 4.2 To report to the Project manager any concerns regarding the programmes.
- 4.3 To undertake evaluation and case studies as directed by the project manager.

Additional:

To promote the positive and professional ethos of KHL both internally and externally.

To attend staff meetings, 1:1 meetings and other meetings at the request of the managers.

To work as part of a team and develop positive relationships with colleagues.

To generate and share ideas to develop and improve projects and administrative systems.

To support and train volunteers and student placements.

To carry out any additional duties as required or appropriate to the post and grade.

To undertake relevant training to maintain and update your skills and knowledge within your job role and to keep a record of training undertaken as agreed with your line manager.

Equal Opportunities:

Work within and implement the Equal Opportunities Policy and Procedures of KHL.

Confidentiality:

Ensure that information relating to participants remains confidential in line with KHL's Confidentiality Policy.

Safeguarding:

To report any safeguarding issues to a KHL Manager as soon as is possible and in line with the KHL Safeguarding Adults Policy and the KHL Child Protection and Safeguarding Children's Policy. To complete or provide a DBS check (Disclosure and Barring Service), formally called CRB in-line with the DBS regulation.

Health & Safety:

Work within and implement the Health and Safety Policy and Procedures of KHL having regard to the duty of care to avoid injury to themselves or others. The post holder will take all reasonable steps to ensure the safety of volunteers and service users and will liaise with the Board of Trustees on issues affecting health and safety.

Environmental Responsibility:

All post holders are required to carry out their duties in line with the Environmental Policy of KHL.

This is not a final and complete statement of the duties attached to this post which may need to be amended from time to time in accordance with the changing needs of the organisation.