



13 Scott Street ▪ Keighley ▪ BD21 2JH

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

## **JOB DESCRIPTION**

### **Nutritionist and Lifestyle Change Coach**

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<b>Hours of work:</b>	28 hours per week <b>to be worked across 4 days</b> in office hours between 0900 and 1730 (excluding a lunch break), some flexibility may be required including, earlier mornings, evenings and occasional weekend attendance at events.
<b>Salary:</b>	<b>£23,836 FTE</b>
<b>Holiday Entitlement:</b>	36 days per annum pro-rata including 8 bank holidays
<b>Employer:</b>	Board of Directors Keighley Healthy Living (KHL)
<b>Supervision:</b>	Chief Executive Officer, KHL
<b>Location:</b>	Based at 13 Scott Street, Keighley, West Yorkshire, BD21 2JH

#### **Job Purpose:**

To develop, plan, deliver, report and evaluate a range of healthy lifestyle activities and courses to a high standard and which are evidenced based, including food, nutrition and cooking courses to children and adults living in Keighley and surrounding areas. To work in our centre and in out-reach work independently for KHL and with our partners to build on people's individual strengths to support them to make sustainable healthy lifestyles choices. To work to support the overall community health of Keighley.

#### **Principal Responsibilities:**

1. Programme Planning, Development and Delivery
2. Partnership Development
3. Recruitment, Resources & Marketing
4. Reporting, Monitoring and Evaluation
5. Management of the KHL Kitchen

## **1.0 Programme Planning, Development and Delivery**

- 1.1 To independently develop, plan and deliver nutrition and wellbeing sessions, courses and activities that are evidence based and suitable for delivery to individuals and groups in care, educational and community settings.
- 1.2 To develop, deliver and/or support lifestyle change projects, both to groups and as one-to-one sessions, including weight loss programmes and food programmes linked to a medical condition e.g. diabetes, hypertension.
- 1.3 To deliver a range of cooking courses to people of varied age groups and abilities. For example, Cooking for a Healthy Weight, Cooking on a Budget, Young Chefs/Healthy Holidays.
- 1.4 To deliver practical demonstrations at events to promote KHL, cooking courses and other food and nutrition sessions.
- 1.5 To follow KHL policies, including health, safety and safeguarding practices.
- 1.6 To ensure all programmes developed and delivered meet national and local guidance and are evidence based.
- 1.7 To provide menu planning support and food hygiene guidance to luncheon clubs and other projects which include food preparation and provision.
- 1.8 To plan, co-ordinate and help deliver children's Healthy Holiday Clubs which may run in school holidays.
- 1.9 To support and report to the project manager and project support officer with project recruitment, planning, development, reporting, monitoring and evaluation.
- 1.10 To ensure all relevant paperwork for monitoring and evaluation of your projects is undertaken in a timely manner as required by funders/commissioners.
- 1.11 To work closely with KHL project support officer and reception team to ensure activities and courses under your supervision are filled up and well attended.
- 1.12 To work collaboratively and supportively with additional KHL freelance delivery staff and uphold good communications practices.

## **2.0 Partnership Development**

- 2.1 To attend required or relevant groups, meetings and training.
- 2.2 To actively engage and work with GPs, health professionals, Public Health, schools, voluntary and community groups and public sector organisations etc. in promoting and developing KHL's food, nutrition and lifestyle change programmes.
- 2.3 To attend relevant events to promote KHL Food and Nutrition and the Lifestyle Change programme.

### **3.0 Recruitment, Resources & Marketing**

- 3.1 To schedule in requirement for support and work collaboratively with the KHL Communication and Marketing Manager to assist in the development and promotion of activities, courses and groups under your supervision. To give feedback on effectiveness of resources or marketing materials.
- 3.2 To develop and/or source effective resources to support nutrition and lifestyle change work.
- 3.3 To signpost people to other relevant services in Keighley and the surrounding areas as appropriate.
- 3.4 To ensure up to date information is prepared for publicity materials such as the KHL website, leaflets and press releases.
- 3.5 To develop case studies and other service user outcome tools for your project manager independently and/or with support from the KHL Communication and Marketing Manager.
- 3.6 To prepare and disseminate promotional material as required or as requested by your project manager or the Communication and Marketing Manager.

### **4.0 Reporting, Monitoring and Evaluation**

- 4.1 To undertake in good time and to schedule in monitoring and evaluation and to develop case studies etc. as directed by the Project Manager.
- 4.2 To ensure all relevant paperwork for monitoring and evaluation is completed as required by KHL and its funders/commissioners.
- 4.3 To use KHL's monitoring and evaluation tools and develop appropriate tools (if necessary).
- 4.4 To report to the Project Manager any concerns regarding the programmes and offer solutions.
- 4.5 To manage all data collected and follow GDPR and KHL guidance.

### **5.0 Management of KHL Kitchen**

- 5.1 To be responsible for following good practice on required food hygiene, health and safety and by following KHL and national guidance and good practice regulations. To check and record fridge cleanliness, food rotation and fridge temperature.
- 5.2 To ensure the kitchen is kept organised and clean for your food work delivery and in preparation for freelancer delivery.
- 5.3 To ensure there is suitable equipment in good working order for food work delivery in the centre and as out-reach work.
- 5.4 To ensure the kitchen is kept appropriately stocked with food ingredients and that they are stored correctly in clean containers.
- 5.5 To report any concerns about the kitchen or equipment to KHL management and ensure they are acted upon.

**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 KHL's Child Protection and Safeguarding Children 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 yourself and 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.*