



## JOB DESCRIPTION

**Post:** Maternity Circle Project Facilitator: Keighley Locality (Maternity Cover only)

---

**Hours of work:** 21 hours per week over 4 days (Monday, Wednesday, Thursday & Friday including one early evening per month)

---

**Salary:** £26,357 pro rata (35 hours FTE)

---

**Holiday Entitlement:** 36 days per annum pro-rata including 8 bank holidays

---

**Contract Length:** To cover maternity leave between 9 and 12 months.

---

**Employer:** Keighley Healthy Living (KHL)

---

**Responsible to:** Young Parents Co-ordinator

---

**Work with:** Volunteers and students within the Maternity Circle team

---

**Location:** Based at 13 Scott Street, Keighley, BD21 2JH with outreach work in community settings across Keighley and surrounding areas

---

**Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995:**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

---

**Job Purpose:**

The successful candidate will facilitate delivery of maternity circles, a new initiative supporting local mums-to-be and new parents. This is a pilot project which aims to bring together expectant and new parents to reduce feelings of isolation, provide a safe and supportive space and signpost to sources of more specialised support provided by local statutory organisations.

This role is ideal for someone who has an interest in working with pregnant women, new parents and families.

This is an excellent opportunity for someone wanting to develop their knowledge of working with the community, specifically in relation to pregnancy and early parenthood. Where required, training will be offered to give the successful applicant a range of skills required to facilitate maternity circle and support women and families through their maternity and post pregnancy journey.

This role will give the successful candidate experience of community development and partnership working with a range of organisations throughout the Bradford District and Craven Health and Care Partnership.

### **Key Objectives of the Post:**

This role involves the facilitation, co-ordination, promotion and organisation of two weekly maternity circle groups in the community and pop-up maternity circle sessions across the Keighley area.

The development of the project will depend upon the specific needs and wishes of those who attend the groups and responsibilities will include:

- Providing a safe and welcoming space for women and families
- The project will work in partnership with the following agencies to bring services directly to families: project facilitator to arrange for agencies for best practice/learning to make connections and invite to the fortnightly sessions and/or pop-up events (this list is not exhaustive):
  - Breastfeeding Buddies peer support service
  - Family action perinatal support service
  - Smoking cessation services
  - Maternity Voices Partnership
  - Bradford Doulas
  - My Wellbeing College
  - Touchstone Perinatal Mental Health peer support
  - Domestic abuse organisations
  - Genetic awareness
  - Nutrition and Dietetic Service: T1 and T2 diabetes
  - Diabetes UK
  - National Diabetes Prevention Programme: non-diabetic hyperglycaemia support and normal blood glucose reading if there is a history of gestational diabetes
  - Language support for mum's and potential mums who require it
- Organising guest attendance by key professional stakeholders and services from a range of organisations

- Gathering, presenting and acting upon feedback from service users and the local community to inform the ongoing development and evaluation of the service
- Promotion of the maternity circle project through a range of media and advocating the project in the local community
- Working with professionals to ensure service users are referred appropriately
- Collecting and actively responding to qualitative and quantitative data regarding the use of the service and service user feedback
- Any other duties required by the role i.e. administration, catering requirements

### **Performance management responsibilities**

1. Work within the project's budget and KHL's guidance when ordering services/purchasing goods.
2. Understand and maintain specific quality standards and good practice generally.
3. Follow KHL's policies and procedures when carrying out your duties.
4. Participate in individual performance review and respond to agreed objectives.
5. Follow GDPR guidance when handling data/personal information.

### **Additional:**

1. Promote the positive and professional ethos of KHL and other VCS and community organisations i.e. KAWACC, Highfield Centre, Airedale Shopping Centre, Hainworth Wood Community Centre, Airedale NHS Foundation Trust at all times.
2. Attend staff meetings, 1:1 meetings and other meetings at the request of the managers.
3. Continually strive to improve service quality and bring added value to projects.
4. Work as part of a team and develop positive relationships with colleagues.
5. Generate and share ideas to develop and improve projects and administrative systems.
6. Support and train volunteers and student placements.
7. Carry out any additional duties as required or appropriate to the post and grade.

8. Undertake relevant training to maintain and update your skills and knowledge within your job role and 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:**

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. KHL are committed to safeguarding and in line with this you will be asked 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. KHL expect all staff to have a can-do attitude/employ a hands-on approach in terms of the centre and its projects, which from time to time may mean stepping in to help wherever help is needed. You will be asked about your ability to do this at interview.*

## Person Specification:

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of experience working with communities, especially during pregnancy and early parenthood in a paid or voluntary capacity	X	
Understanding of the needs of the local community Understanding of the pregnancy, birth and postnatal journey	X	
Keen to improve the health and wellbeing of the local population Able to identify and refer for a range of health and wellbeing concerns	X	
Evidence of partnership working with a range of organisations	X	
<b>Good Communication skills:</b> Written and spoken English Good listening skills Proficient in the use of IT	X	
<b>Multilingual</b> Able to communicate with families in the local area using any of the most common language e.g. Urdu, Punjabi		X
<b>Familiar with policies and procedures:</b> Confidentiality Safeguarding Health & safety Equality and diversity Data protection	X	
<b>Good working knowledge and experiencing relating to community engagement.</b> Friendly and approachable. Confident and outgoing. Excellent planning and organisational skills. The ability to work under pressure. Ability to manage own workload. Ability to cope with changing demands and priorities.	X	
Good time management	X	
'Can do' attitude	X	
Ability to problem-solve	X	
Experience of carrying out outreach & engagement work		X
Knowledge and experience of evaluating and monitoring data		X