MEDWAY COUNCIL - JOB PROFILE

Job Description

Job Title	**PH Project Officer (Parenting Training Programmes)**
Directorate	**PEOPLE: Children and Adults**
Division	**Public Health**
Range	MPR 4
Reports to	**Public Health Programme Manager (Parenting Programmes Lead)**

Main purpose of job

To design and deliver high-quality, evidence-based parenting support and training across Medway's Best Start in Life system, improving children's school readiness, strengthening families, and reducing inequalities through partnership working, community engagement, and continuous service improvement.

The work will be conducted in the context of Medway's 'Joint Local Health & Wellbeing Strategy' and the Public Health Outcomes Framework to reduce health inequalities.

The role will involve liaising with stakeholders in a way that promotes the vision and values of the Council.

Accountabilities and Outcomes

Design, plan, and deliver structured parenting programmes (e.g., Incredible Years, Triple P), workshops, and resources tailored to diverse communities, improving parenting skills and confidence and leading to better early childhood development and school readiness.

Contribute to the planning, implementation, and evaluation of time-limited parenting support projects, adapting approaches based on population need and best evidence, ensuring high-quality, responsive programmes that demonstrate measurable outcomes and support Medway's Best Start in Life targets.

Build and sustain strong partnerships across public health, education, NHS, local authority, and voluntary sector organisations to embed parenting support within local services, enabling a coordinated system-wide approach that improves access, reach, and consistency of provision.

Support practitioners and volunteers through training, mentoring, and the development of a community of practice, building a skilled and confident workforce capable of delivering consistent, evidence-based parenting support across Medway.

Engage local communities and promote awareness and accessibility of parenting programmes and Children and Family Hub services using behavioural insights and social marketing techniques, raising awareness of 'A Better Medway Lifestyle Services', increasing participation from priority and underserved groups and reducing inequalities.

Plan and deliver stay-and-play and community-based sessions to support early identification of families requiring additional support, enabling timely intervention that prevents escalation of need and improves long-term outcomes for children.

Collect, analyse, and report participation and outcome data to inform service development and performance monitoring, enabling continuous improvement and ensuring services are effective, accountable, and impact-driven.

Ensure compliance with safeguarding, statutory requirements, and professional standards while actively developing skills and promoting equality, diversity, and ethical practice, resulting in safe, inclusive, and high-quality service delivery.

At the discretion of the line manager, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand in the role of another member of staff who is responding to a Major Civil Incident.

Organisation

This role reports to the Senior Public Health project Officer (Parenting Programmes Lead).

The post holder may be required to line manage an apprentice. They may also be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person Specification

All criteria at Level A are considered essential unless stated otherwise.

Qualifications

Level A

- Minimum of 5 GCSE's (grades 4-9) including English & Maths or equivalent

Level B (in addition)

- Evidence of continued professional development including evidence based parenting interventions such as Incredible Years and Positive Parenting Programme (Triple P)

Level C (in addition)

- Evidence of continued professional development.

Knowledge

Level A

- Knowledge of evidence-based parenting interventions such as Incredible Years and Triple P.
- An awareness of the Best Start in Life Programme and the role of parenting support within it.
- Displays the knowledge to interpret technical, procedural or specialist information, and compose correspondence and reports.
- An understanding of designing and managing projects to improve health and reduce inequalities.
- Demonstrate an understanding of the organisation's priorities.

Level B (in addition)

- Shows a good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation.
- Demonstrate an understanding of the organisation's priorities and how this role contributes to the priorities.
- An understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.

Level C (in addition)

- Demonstrates knowledge of the full range of procedures, policies, and concepts involved in the role.
- A developed understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities, and use of services.
- A solid understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.
- Developed knowledge of working with and through policies and strategies to improve health outcomes.

Experience

Level A

- Experience of delivering parenting support / education sessions
- Demonstrable experience of working in a health, care, education or children's services setting.
- Experience of inter-agency working with broad range of statutory and non-statutory organisations.
- Demonstrable experience of using data and intelligence to inform decision making and find creative solutions.
- Experience of developing and implementing clear and well thought out plans, taking into account risks, resources, and stakeholder expectations.
- Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing.
- Offers solutions for improvements to working practices and identifies where more efficient working could make savings.
- Proven track record of meeting challenging targets.
- Experience of dealing with difficult issues that may arise from time to time with external contractors, staff and/or service users in a calm and constructive way.

Level B (in addition)

- Experience of building alliances and partnerships to plan and implement programmes and services that share goals and priorities.
- Experience of evaluating partnerships and addressing barriers to successful collaboration.

Level C (in addition)

- Experience of conducting formal project evaluations and/or research projects.
- Extensive experience of taking initiative in situations, able to identify own development needs and able to coach and work with others to share best practice and new knowledge.
- Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives, and be accountable for team members' actions.

Skills

Level A

- Proficient in the use of Microsoft Word, Excel, PowerPoint and Outlook.
- Full driving licence valid for use in the UK or ability to reach relevant destination on time.
- Promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities.
- Interpret and present data and information.

- Manage data and information in compliance with policy and protocol.
- Ability to communicate with others to improve health outcomes and reduce health inequalities.
- Able to manage projects, assessing and taking account of known risks, able to adapt to changes and problems along the way.
- Manage public perception and convey key messages using a range of media processes.
- Initiate and/or support action to create environments that facilitate and enable health and wellbeing for individuals, groups, and communities.
- The postholder should be able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with assistance as needed.

Level B (in addition)

- Develop and/or implement standards, protocols, and procedures, incorporating national ‘best practice’ guidance into local delivery systems.
- Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation.
- Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities.
- Confidently provides good quality advice and guidance based on specialist/technical knowledge.
- Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods.
- Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.

Level C (in addition)

- Access and appraise evidence gained through systematic methods and through engagement with the wider research community.
- Design and conduct public health research based on current best practice and involving practitioners and the public.
- Engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services.
- Consult and listen to individuals, groups, and communities likely to be affected by planned intervention or change.
- Influence and strengthen community action by empowering communities through evidence-based approaches.