

## **MEDWAY COUNCIL - JOB PROFILE**

### **Job Description**

<b>Job Title</b>	<b>Project Coordinator</b>
<b>Directorate</b>	<b>PEOPLE: Children and Adults</b>
<b>Division</b>	<b>Public Health</b>
<b>Range</b>	<b>MPR 3</b>
<b>Reports to</b>	<b>Project Manager</b>

---

### **Main purpose of job**

Build and maintain effective relationships with stakeholders to influence partners, develop collaborative work, and gather evidence of the impact of the Medway Food Strategy. Monitor progress against the objectives set out in the Strategy, and proactively identify opportunities to link partners, community organisations, and businesses to projects that strengthen delivery, extend reach, and improve sustainability. Contribute to the delivery of evidence-based public health projects that improve health and wellbeing in Medway, supporting the achievement of local and national public health priorities and targets.

To work in the context of Medway's 'Joint Local Health and Wellbeing Strategy' and the [Public Health Outcomes Framework](#) to reduce health inequalities.

The role will involve liaising with service users and system partners in a way that promotes the [vision and values](#) of the Council.

### **Accountabilities and Outcomes**

Provide effective project and administrative support to enable the successful development and delivery of public health projects and initiatives, ensuring accurate documentation of all collaborations, projects, and meetings and contributing to wider team and departmental support as required.

Represent the service at public facing events, creating visual displays and interactive tools to convey information, co-ordinating media and comms activity and work within

professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities.

Collect, record and report on data, intelligence and health related information about individuals, ensuring adherence to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards.

Assist in the development and delivery of training, ensuring compliance with statutory legislation and practice requirements, including mandatory training.

Undertake and maintain the recording of project assets, ordering resources within allocated budgets and co-ordinating and processing invoices and payments for the service.

Set up and participate in meetings, advocating public health principles and action to protect and improve health and wellbeing appropriate to the target audience.

Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity.

Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed.

At the discretion of the line manager, carry out 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.

## **Organisation**

This role reports to the Senior Public Health Project Officer.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with 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

### **Level C (in addition)**

- Evidence of CPD

## **Knowledge**

### Level A

- Knowledge of public health and the wider determinants of health.
- Has a good understanding of the procedural knowledge and information relevant to the role and all tasks involved in it.
- Understands equal opportunities and treats others with dignity and respect.
- Knows how to produce accurate legible, written and numerical work and can complete forms and reports as required.
- Has an awareness of budget considerations and constraints governing project delivery.
- Understand barriers to behaviour change and will apply behaviour change techniques to support service users to make healthy lifestyle choices.

### 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.
- Knowledge of developing and delivering education, training, and group facilitation.

### Level C (in addition)

- Demonstrates knowledge of the full range of procedures, policies, and concepts involved in the role.
- Demonstrate an understanding of the organisation's priorities and how this role contributes to the priorities.

## Experience

### Level A

- Demonstrable experience of working in a public health setting.
- Experience of inter-agency working with broad range of statutory and non-statutory organisations.
- Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing.
- 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)

- Demonstrable experience in developing effective partnerships to facilitate the development and implementation of health improvement projects or other inter-agency interventions.

- Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and wellbeing, ill health prevention and health inequalities.
- Experience of supporting people to make a behaviour change or influencing people to undertake a course of action using motivational interviewing or CBT principles.

### Level C (in addition)

- Experience of developing and implementing clear and well thought out plans, taking into account risks, resources, and stakeholder expectations.
- Experience of developing and delivering education, training, and group facilitation
- Extensive experience of taking initiative in situations, identifying own development needs and coaching and working with others to share best practice and new knowledge.

## Skills

### Level A

- Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook, Teams, and online databases.
- Full driving valid for use in the UK or ability to travel to relevant destination on time.
- Manage data and information in compliance with policy and protocol.
- Good communication skills tailored to meet the needs of different people.
- Work with communications team to 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.
- Facilitate dialogue with groups and communities to improve health literacy and reduce inequalities using a range of tools and technologies.
- Good administration skills to ensure all collaborations, projects and meetings are documented
- The postholder should be able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets and other resources, with assistance from available aids and equipment as needed.
- Attention to detail, good organisation skills, and the ability to accurately record and report on activities and outcomes are important attributes for this role.
- Able to work independently, planning their own workload, and manage their time effectively whilst working to deadlines.
- Ability to work collaboratively and build sound and productive working relationships with colleagues, partners and staff groups and can engage others in a credible, persuasive way.
-

### Level B (in addition)

- Identify and apply ethical guidelines by considering what is morally right or wrong when faced with difficult decisions when promoting the public's health and reducing inequalities.
- Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods.
- 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.
- Ability to work collaboratively and build sound and productive working relationships with colleagues, partners and staff groups and can engage others in a credible, persuasive way.
- Influence and strengthen community action by empowering communities through evidence-based approaches.

### Level C (in addition)

- Support in development and/or implementation of standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems.
- Engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services.
- Able to work independently to support the management of projects.
- Ability to assess and take account of known risks, adapt to changes, and work with manager to address problems along the way.