

# Job description

## Health Improvement Officer: healthy eating and nutrition

- Grade: PO1
- Reports to: Specialist dietitian for schools and early years
- Direct reports: None
- Your team: Health and wellbeing
- Service area: Learning and Culture
- Directorate: Children and Young People

### Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

- Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

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This post requires a DBS check at the appropriate level (Enhanced with Children's Barring)

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## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

# Overview of the role

The postholder will work as part of the health and wellbeing team to work with schools, early years and community settings to improve lunch and snack provision, the eating environment and their work with partners to address food poverty.

The postholder will support the creation of health promoting environment to support children and families to make healthier food choices.

The postholder will lead on Families for Life champion programme, including training and directing champions to volunteering opportunities.

The postholder will be required to work in partnership with a range of council colleagues and partner agencies including childcare providers, early years settings and schools.

## Key responsibilities

- 1) Work with schools, early years services, community settings and partners to improve children and young people's lunch and snack times, including during the school holidays:
  - a) Advise settings on menus to ensure they meet current guidance through training and direct work with settings
  - b) Work with settings to improve children and young people's lunchtime experience, including through observations, staff training and co-production with pupils
  - c) Develop and run projects with different settings to improve snacks for children and young people
  - d) Provide advice and guidance as part of the commissioning and ongoing monitoring arrangements for the school meal contract, and other relevant projects as appropriate
- 2) Lead on the Families for Life community champion programme by:
  - a) Targeting, recruiting, training and supporting Islington residents as champions to share information and provide advice to parents around healthy eating, cooking, physical activity and broader healthy lifestyle messages, such as vaccinations
  - b) Managing volunteers and facilitating a support network to provide regular opportunities for volunteers to share their experience with one another, to encourage learning and regular feedback
  - c) Developing further systems and processes to assure the quality of volunteer experience and the standard of volunteering activity to ensure that healthy lifestyle messages provided by the champions are consistent with those given by professionals working with families in Islington
  - d) Maintaining accurate data about community champion involvement, using existing data systems, and ensuring sensitive data is kept safely and in compliance with GDPR

- e) Working with similar programmes in Islington to ensure that strategies and systems development complement and do not duplicate existing schemes to involve and support community members.
  - f) Providing regular updates and reports to management and project sponsors about the activities of the Families for Life community champions and their impact.
- 3) To provide training and support to Lunch bunch providers to ensure that food provided at their provision is meeting the school food standards.
  - 4) Work with Islington's Healthy Early Years (HEY) team to support settings to achieve the HEY award through menu support, training staff on healthy lifestyle messages, and contribute to quality assurance of the awards.
  - 5) Work with the Families for Life team to support work with families on healthy eating and food poverty, including through newsletters, training and events.
  - 6) To take responsibility for promoting and safeguarding the welfare of children and young people / vulnerable adults with whom the post holder and the champions may come into contact.
  - 7) Adhere to London Borough of Islington policies in relation to service delivery, including safeguarding, information sharing and data protection, record keeping, health and safety, equal opportunities, supervision and customer care.
  - 8) Work in accordance with national and local Child Protection and Safeguarding policies and procedures.
  - 9) Provide regular updates, briefings and other reports to management and project sponsors, including Heads of Service/s and senior officers.

#### ADDITIONAL:

The post holder is expected to:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.

- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

## Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

# Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

## Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

**Desirable:** the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

## Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1.	GSCE Grade C or above in English and Maths, or equivalent.	Essential
2.	Degree in recognized human nutrition or dietetics, preferably registered with AfN or HCPC (where applicable include registration number on application form)	Essential
3.	Experience of working in an inner-city multicultural community with children, young people and parents with a diverse range of needs.	Essential
4.	Experience of planning, delivering, monitoring and evaluating health improvement activities for children and young people.	Desirable
5.	Experience of training adults, preferably in relation to those adults then providing information, advice and assistance.	Desirable
6.	Experience of developing and maintaining project management systems for the effective evaluation and monitoring of service.	Desirable

Point	Criteria description	Essential/desirable
7.	Experience of successfully involving parents or community members in shaping, promoting and evaluating services, including developing peer-led approaches.	Essential
8.	Experience in at least one key area of team's work: <ul style="list-style-type: none"> <li>• schools</li> <li>• early years services</li> <li>• public health</li> </ul> <p>health and wellbeing of children and / or young people</p>	Essential
9.	Understanding of healthy food standards and food safety legislation.	Desirable
10.	Ability to use own initiative, be flexible and adapt to conflicting and changing priorities and work under pressure and to tight deadlines.	Essential
11.	Ability to communicate effectively in writing to a range of audiences.	Essential
12.	Good negotiation, communication and interpersonal skills that support partnership formation.	Essential
13.	Ability to organise and prioritise work, oversee several competing streams of work and to work independently.	Essential
14.	Good level ICT skills with advanced Microsoft Office skills including Word, Excel, Outlook and PowerPoint.	Essential
15.	Knowledge and understanding of safeguarding legislation and local policy.	Essential

## Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.