# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title:** Community Food Development Worker

Grade : Band 5

**Responsible to :** Child Healthy Weight Team Lead

**Department(s):** Community Dietetics Healthier Future Team

**Job Holder Reference: Sco1-E/P-DIET-003**

**2. JOB PURPOSE**

* To work with local partners, education and communities to develop sustainable food activities, in particular the development of Why Weight programmes and activities
* To build capacity to address nutrition, wellbeing and physical activity issues of vulnerable communities
* To act on food and health needs identified using community development/ assets based approach and through consultation.
* To assist Why Weight staff in the delivery of the Forth Valley Child Healthy Weight Implementation Plan and action Plan

**3. ORGANISATIONAL POSITION**

**ROLE OF DEPARTMENT**

**SEE APPENDIX 1**

**4. DIMENSIONS**

* Work in partnership with 3 local authorities, with a lead for one. Partners will include community learning and development teams, the third sector, health, social care, education dietetic and public health staff.
* Operate within the parameters set by range of local and national frameworks.
* Work with the local population in designated Council area(s).
* Supervise volunteers, sessional workers and food assistants when relevant

**5. KEY DUTIES/RESPONSIBILITIES**

* To contribute to the food and nutrition component of local public health strategies by supporting communities within Forth Valley to articulate their own health concerns, acting as an advocate for those who are vulnerable or discriminated against and using partnerships which address the wider determinants of health where there are food, oral health and nutrition issues, e.g. education, employment.
* To act as an autonomous practitioner choosing, managing, planning and delivering the most appropriate intervention programmes in the local community, using appropriate nutritional tools/techniques/resources and equipment whilst working within established protocols.
* To facilitate, planning, development and evaluation of practical initiatives, including suitable material and resources to address health needs in relation to food including food safety.
* To assess with local people, food and health needs and concerns in relation to food, providing simple, accurate information on healthy eating focussing on current target areas. Contact/facilitation with appropriate agencies and individuals where the post holder is not the source of advice and signpost to other appropriate services
* To work alongside other community workers including health promoters to help deliver food related activities to enable sustainability. This will include assisting with the formation of new groups and support of established groups in the community to look at food and health activities and guiding towards appropriate funding sources and assist with funding applications.
* Support and training of relevant staff, volunteers and contribute to the training of pre-registration student dietitians to enable them to deliver accurate and relevant food work including programme planning where appropriate.
* To act as a link with agencies and services by appropriate networking to ensure the implementation of the relevant aspects of the local health improvement plan and to have an integral/leading role within existing community food related networks, for example Forth Valley Food Links including enabling/facilitating/empowering local people to be involved to develop a local ‘action on food’ group.
* To use communication skills to motivate/persuade local people, agencies and individuals to adopt healthy eating, wellbeing and lifesyle options permanently where there are significant barriers to understanding, in order to facilitate long term/permanent lifestyle changes.
* To develop, plan and deliver formal and informal training/teaching within areas of community groups and ensure community have access to relevant food, wellbeing and lifestyle activites.
* To evaluate, review, update and source evidence based resources for the department to use.
* To support the delivery of consistent food and nutrition messages relevant to the servicewhich address diverse needs including different cultures, reading and sight abilities, practical food choices.
* To be professionally and legally accountable and responsible for all aspects of own work, including the management of petty cash, session workers, volunteers and caseload.
* To keep accurate and timely records/evaluation of all activity carried out including completion of relevant reports.
* To attend and contribute to departmental meetings as well as attending appropriate development and networking meetings.
* To report regularly to and consult with line manager at supervision meetings, community dietetic meetings and by telephone contact.

**6.** **SYSTEMS AND EQUIPMENT**

The post holder will have a basic level of competence with the following:

* IT systems including Microsoft Office.
* Training equipment including multi-media projector, digital camera, flipcharts.
* Basic exercise equipment.
* Display equipment including, picture boards and models.
* A valid driving licence is required due to the geographical spread of work with partner agencies throughout Forth Valley area.
* Conversant with relevant health & safety and environmental health legislation in the use of food and physical activity interventions.
* Familiar with basic physical activity and cooking equipment.
* Aware of risk management issues including:   
  non-clinical including lone working, management of violence and aggression, and food hygiene, kitchen safety, cooking equipment.

**7. ASSIGNMENT AND REVIEW OF WORK**

* The post holder will act as an autonomous practitioner making decisions relating to food, wellbeing and physical activity interventions within the agreed priority areas, choosing from a range of options seeking advice only when required.
* The post holder will be responsible for prioritising own workload and for their own time management.

1. The post holder will have access to support from the Health Improvement Lead and Dietitians but will not be supervised. The post holder will meet with their designated supervisor bi annually as part of PDP process.

* Working within a community environment the post holder will work on their own for the majority of the day and will be required to make decisions about situations in which they find themselves.

1. With support as required, the post holder will have responsibility for monitoring and developing community food work across identified areas and will be required to problem solve within that speciality.
2. **COMMUNICATIONS AND WORKING RELATIONSHIPS**
3. Require highly developed communication skills in order to motivate, counsel, advise and negotiate with groups and individuals on health and dietary issues in order to gain co-operation where there may often be resistance/barriers to change or to accept the information.
4. Identify and produce/modify the most appropriate communication depending on the individual’s/group’s requirements for example hearing or visual impairments, non-readers, cultural or language differences (which may require the use of the interpreting service), learning difficulties, cognitive impairment or disinterest, at a rate and level which is most appropriate for every individual/group
5. Expert communication skills which demand developed listening and questioning techniques to develop understanding of the issue/condition, and to elicit clear information/history are required. In addition oral, written, analytical, problem solving, and judgement skills along with innovation are required to address food and health issues which may be very complex and support lifestyle changes. This will involve using tact, empathy and understanding manner.
6. Effective networking with healthcare professionals and multi-disciplinary teams within and out with the service initiate anything from short term activities to long term separately funded projects.
7. Communication can be at widely varying levels from appraising food issues from a community perspective, to negotiation of strategic development with corporate decision makers and budget holders.
8. Excellent presentation skills for education and training purposes to wide-ranging and diverse audiences for example community groups, youth workers.

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| **INTERNAL** | EXTERNAL |
| Dietetic colleagues  Public Health Practitioners  Dental Health Promoters  Primary Care Staff / PH Nurses  Other Allied Health Professionals  Health Promotion & Public Health staff  Finance & IT Department  Dietetic students  Other Students/trainees  Corporate Communications Team | General Public / Community Groups  Third Sector organisations  REHIS  Patient self-help groups  Local Council Services  Local businesses, retailers & producers  Health Alliances  Schools  Higher education establishments |

**9a. PHYSICAL DEMANDS OF THE JOB**

* Working in the office environment including periods based at workstation, computer/keyboard skills and dealing with distractions and interruptions.
* Driving potentially significant distances and in unpredictable weather conditions.
* Moving and handling, e.g. training/display equipment, cooking materials and equipment.
* Support with physical activity by demonstrating or role modelling within own abilities.
* Working in warm environments for short periods of time such as a kitchen or physical activity environment.

**9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB**

* Regularly expected to impart knowledge and advice in a specialist field, e.g. in training situations which can involve addressing sensitive issues, dealing with challenging groups and individuals, and the ability to respond appropriately to unanticipated demands.
* Regularly required to use influencing/persuasion/negotiating skills to implement programmes in partnership.
* Manage conflicting priorities and workloads with unpredictable work pattern.
* Periods of working independently in isolation.
* Be required to undertake occasional work during unsocial hours due to the nature of partnership working and community engagement.
* The post holder may be required to deliver programmes of training that will vary in duration from a one hour session to 3 day residential or non-residential programmes. This requires long periods of concentration and sustaining the ability to respond to unanticipated demands.

1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED**

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| **REQUIREMENT** | **BAND 5 - CFDW** | **BAND 5 ANNEX U - CFDW** |
| **TRAINING & QUALIFICATIONS** | | |
| **CERTIFICATES:** | Degree in Nutrition/ Dietetics and  further study in Community Development  OR  Degree in Community Development and further study in nutrition e.g. RSPH Level  4 Nutrition  OR can demonstrate equivalent | Qualifications/ training/ experience in associated subject (s) e.g. RSPH Level 4 Nutrition |
| Evidence of ability to study at degree  level. |
| **EXAMPLES:** | Further study in Public Health related  issues | Understanding of Public Health related  issues |
| Food Hygiene | Aware of expectations when working in  food related activities |
|  | **ESSENTIAL EXPERIENCE & KNOWLEDGE** | |
| EVIDENCE OF EXPERIENCE: | Community development skills in range of settings | Practical skills that encourage others to develop and progress |
| Planning, promotion and evaluation of community food activities | Activities that require organisational skills |
| All aspects of group work | Working with range of people in different settings |
| Working with people who may have different, challenging or conflicting priorities and facilitating their participation | Working with people who may have  different, challenging or conflicting priorities |
| Development and implementation of training for others | Implementation of training for others |
| Partnership working | Partnership working |
| **EVIDENCE OF KNOWLEDGE :** | Current guidelines and policies relating  to food and community development/  assets based approaches | Role of guidelines and policies in  providing local services |
| Capacity building and maximising  Impact through sustainability of projects | How to reach and influence a wide and diverse audience |
| Public Health and Community specific  issues and challenges | Aware of health issues that affect our local population |
| **EVIDENCE OF ASSOCIATED**  **SKILLS :** | Practices leadership and support for others | Has ability to lead and support others |
| Relationship building | Relationship building |
| Able to monitor budget and support funding applications | Aware of importance of budgeting and  how to support others |
| Develops and supports team working | Aware of importance of teamwork |
| **ESSENTIAL TO DO JOB :** | Basic computer skills  Full driving licence | Basic computer skills  Full driving licence |

**11. JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature: Head of Department Signature:**

**Date: Date:**

**ORGANISATIONAL POSITION – appendix 1**

The Department of Nutrition and Dietetics is within the AHP Out Patient Services Care Group, which is coordinated by Falkirk Health & Social Care Partnership

The Healthier Future Team is led by the AHP Co-Orindinator. The Health Improvement Nutrition Team (HINT) is led by the HINT Team Lead

AHP OUT PATIENT SERVICES – DEPARTMENT OF NUTRITION AND DIETETICS

TEAM LEAD- CHILD HEALTHY WEIGHT

AHP COORDINATOR – N&D HEALTHIER FUTURE SERVICES

**HEALTH IMPROVEMENT TEAM**

INEQUALITIES

EARLY YEARS

SETTINGS

COMMUNITY FOOD DEVELOPMENT

**CHILD HEALTHY WEIGHT TEAM**

-CHILD HEALTHY WEIGHT

TIER 2

TIER 3

COMMUNITY

***Includes THIS POST***

TEAM LEAD - HEALTH IMPROVEMENT

SUPPORTED BY :

ADMINISTATIVE COORDINATORS

SYSTEMS SUPPORT

**DIABETES PREVENTION - AWM**

- ADULT WEIGHT MANAGEMENT

- T3 DIABETES REMISSION

**DIABETES PREVENTION – EARLY INTERVENTION**

- PRE DIABETES

- T2 DIABETES

- GESTATIONAL DIABETES

TEAM LEAD – ADULT WEIGHT MANAGEMENT

TEAM LEAD – EARLY INTERVENTION