



JOB DESCRIPTION

POST	Project Support Worker (Breast Start)
GRADE	£14,834 plus contributory pension (pro rata)
HOURS	30 hours per week
LOCATION	Netherton Feelgood Factory, Glovers Lane, Netherton and other venues throughout Sefton as necessary
RESPONSIBLE TO	Breast Start Service Managers
ESSENTIAL	Car driver with clean licence and access to vehicle

THIS IS A FIXED TERM CONTRACT TO 31ST MARCH 2013

JOB PURPOSE

Project Support

- To regularly provide cover for Breaststart Support Workers on occasions of sickness and annual leave and as and when needed as requested by Breast Start Services Managers , this will include home visits, one to one support in hospitals, ante natal classes and parenting classes and other events.

Administrative Support

- To provide efficient and accurate administrative support to Breast Start Workers and other members of the Feelgood Factory team.

To contribute to the smooth day to day operation of the Breast Start.

MAIN DUTIES

Project Support

1. Undertake home visits when required following lone worker procedures.

2. To be able to cover for Breaststart service delivery at Liverpool Women's Hospital and Ormskirk Hospital and ante natal clinics, parent craft classes and drop in sessions at external venues when needed as requested by Breast Start Service Managers.
3. Provide telephone support and texting support to mothers who need information and advice about breastfeeding and to communicate with Breaststart Support Workers

Administrative SUPPORT

4. To provide good quality typing and word processing services for the Breast Start Service ensuring written communications are produced to a high standard.
5. To maintain filing and communication systems in connection with the Meditec System.
6. To input data in connection with the Breast Start Service and to maintain the Project database.
7. To maintain an effective and efficient filing system on behalf of Breast Start Service
8. To assist with diary management including organisation of meeting, visits etc. To assist in the publication of user friendly information/publicity.
9. To assist with Breast Start activities and events as required.
10. To undertake other duties within the general character and grading of the job as may be required. To maintain confidentiality of all personal information relating to FGF clients and volunteers.
11. To comply with the data protection act 1984 and other relevant legislation. To comply with relating to confidentiality and access to records
12. To be committed equality of opportunity, be aware of equal opportunity issues and legislation and operate within the FGF's Equal Opportunity Policy

Special Conditions

This post is offered under a fixed term contract until 31st March 2013

It is the nature of the work of Feelgood Factory that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in

the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

All employees are required to abide by Feelgood Factory's policies with regard to Health and Safety, and Equal Opportunities. All employees are also reminded of the need to keep all information regarding the organisation, its clients, partners and funders confidential, except where information needs to be shared on a professional basis with colleagues or external partners.

PERSON SPECIFICATION

Project Support Worker (Breast Start)

	Essential	Desirable	Method of Assessment
Qualifications & Training	Educated to at least GCSE standard or equivalent Excellent Word Processing and Data base skills		Application Form
	Experience of dealing with the public in person and on the phone		Application form
	Training relevant to infant feeding/breast feeding		Application Form
	Car driver with clean licence and access to vehicle		Application Form
Knowledge, Skills, Experience	A keen commitment for healthy infant feeding		Application Form & Interview
	Understanding of the benefits of breast feeding		Application Form & Interview
		Experience of delivering training to adults	Application Form & Interview
	Excellent presentational and interpersonal skills.		Application form & interview
	Excellent written and verbal communication skills with the ability to relate to people at all levels.		Application Form & Interview
	Ability to work in a multi-disciplinary setting and to be able to liaise/network effectively with others		Application Form & Interview

	Ability to recognise discrimination in its many forms and put equal opportunities policy into practice		Application Form, Interview
Other General Competencies	Commitment to the aims and values of Breast Start		Application Form & Interview
	Ability to manage time and self effectively and to meet deadlines		Application Form
		Knowledge of the South Sefton communities	Application Form & Interview
	Ability to work as part of a team and under own initiative		Application Form & Interview
	Willingness to work in a flexible way in line with the requirements of the post. This may involve some evening and weekend work		Application Form & Interview
	Willingness to travel across the Borough of Sefton		Application Form & interview

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