

Job Title: Coordinator: Community Antenatal Services

Reporting to: Community Manager: Antenatal and Postnatal Services

Salary £28,000 pro rata

**Hours:** 3 days per week/ 91 hours per month

Location: North London with some home working

**Contract:** Two year fixed term contract with possible extension subject to funding

1. About Birth Companions

Birth Companions is a small charity that supports women experiencing multiple disadvantage through the perinatal period in the community across London and currently in three different prisons. We aim to address some of the many health and social inequalities facing the communities we work with and, in doing so, improve the outcomes of our service-users and their children. We believe that no woman should be isolated or unsupported during this crucial transition.

Through the work of our staff and trained volunteers we offer practical and emotional support before, during and after birth. We work in a woman-centred way that is trauma-informed, flexible, non-judgemental and mindful, basing our support on what a woman tells us she needs.

# Job Purpose

The Coordinator: Community Antenatal Services will be involved in delivering all aspects of our targeted antenatal course model in the community, supporting some of the most vulnerable pregnant women and new mothers in London. The post-holder will be involved in the assessment of new referrals and maintaining appropriate partnership working with key referrers and relevant agencies. The role also includes coordination and support of paid and volunteer sessional workers who help to deliver the classes.

Since the COVID-19 pandemic, we have had to temporarily suspend all of our classes and face to face support of women, and we have adapted our community services to provide remote support for women using phone, email and post.

There is still uncertainty about how COVID-19 will continue to affect our services. The way that the post holder will be asked to deliver our service will also depend on-going restrictions and guidelines issued by the Government.

We are therefore looking to recruit someone who is able to work in a flexible and creative way to support women through this challenging time.

1. **Key Areas of Responsibility**

Duties and key responsibilities:

# Project Management

* Co-ordinate and facilitate a programme of targeted antenatal support courses in North London
* Oversee the delivery of a specific programme of topics designed to provide antenatal education and information in a trauma-informed way, to pregnant women experiencing multiple disadvantage
* Work closely and collaboratively with the Senior Coordinator: Community Births and the Coordinator: Community Postnatal services to support women across Birth Companions’ community-wide services
* Provide supervision and support to sessional staff and volunteers involved in delivering services, including coordinating rotas, providing frequent opportunities for reflection and debriefing, and holding regular team meetings
* Deliver the services in accordance our Health and Safety policy
* Ensure delivery of the services is in accordance with our Trauma Informed approach and principles

# Support for women

* Action and triage referrals as and when they are received from a range of different partners and sources
* Carry out risk assessments as required to ensure the safety of the women we work with and our staff and volunteers
* Support and maintain relationships with women through face to face meetings and regular contact as appropriate

# General Administration

* Prepare and disseminate detailed reports of all group and 1:1 support
* Keep accurate, up-to-date records on all activities in the organisation’s database and maintain efficient administration systems for the community classes
* Gather feedback about the quality of services from women we support using evaluation forms and other approved methods
* Ensure that courses are delivered within specified time frames and budgets
* Assist with recording and monitoring statistics

# Expectations

* Carry out all duties with full regard to Birth Companions’ policies
* Attend staff meetings, supervision, reflective practice support and other meetings in London as required
* Attend training, conferences and other opportunities for professional development
* Maintain appropriate confidentiality at all times
* Ensure the principles and practice of safeguarding of children and vulnerable adults across the service
* Maintain and model the organisation’s commitment to equal opportunities
* Carry out other reasonable tasks as requested by the Director and Head of Services
1. **Person Specification**

This role is exempt from the Sexual Discrimination Act 1975 as the post requires working closely with women.
Only female applicants will be considered.

**Essential**

* Lived experience of disadvantage or any of the challenges the women we work with face
* Experience of supporting women during the perinatal period
* Demonstrable knowledge of the issues, and understanding of the needs of perinatal women facing multiple disadvantage
* Demonstrable understanding of and commitment to working in a trauma-informed way
* Understanding of and ability to maintain professional boundaries
* Good presentation and communication skills
* Proficiency in the use of IT including Word, Excel, Outlook and the Internet
* Ability to work flexibly including occasional evening and weekend hours
* Commitment to the work of Birth Companions
* Commitment to working and delivering our services in a way that supports Equal Opportunities and is non-discriminatory

**Desirable**

* Lived experience of disadvantage or any of the challenges the women we work with face
* Experience of working with women and/or families experiencing disadvantage
* Experience of supporting women with antenatal education
* Experience of planning and delivering services
* Experience of multi-agency/partnership working to deliver services to vulnerable individuals
* Experience of facilitating classes or groups
* Experience of working with volunteers and/or sessional workers

**Further Post Details**

1. **Location**

Birth Companions’ community services and meetings are all based in London. Birth Companions does not have an office so on days when there are no scheduled activities or meetings the post holder will be based at home. A home-working allowance will be paid and a laptop and mobile will be supplied.

As COVID-19 restrictions lift, the successful candidate will be expected to be able to travel into North London reasonably easily and on a regular basis on the same day each week to deliver our antenatal classes, as well as to attend meetings in London on other days across the month. Candidates should be aware that this may involve travel during peak times.

1. **Submitting your application**

Applications must be submitted using the application form supplied by Birth Companions and submitted as a **Microsoft WORD** document sent as an email attachment. Please do not submit PDF’s, or any other document format.

If you are unable to submit your application as a word document via email please contact us in plenty of time before the closing date so that we can ensure that your application is submitted by another method and received on time and in the correct format.

Please **do not send CVs or detailed covering letters** as only information that is contained within the application form itself will be used when we shortlist candidates.

1. **Shortlisting Process**

In order to make the process as fair as possible, our shortlisting is anonymous. Staff will not be able to see any of your personal information until after shortlisting is completed.

We use a scoring system to shortlist candidates which is based on the essential and desirable criteria listed under the person specification on the job description. **Question 6** **(Additional Information)** on the application form,asks you to provide detailed explanation of how you believe your previous work experience and training mean you meet the essential and desirable criteria.
We will also take into account the general presentation of your application.

1. **Equality and Diversity**

To ensure that Birth Companions provides an equal service and follows good practice, we monitor the background of those who apply to work with us, either in a paid or volunteer capacity, and those with whom we work. These characteristics are protected in the Equality Act 2010.

Birth Companions is committed to increasing the diversity of our staff team.
Currently women from Black, Asian and other ethnic groups who experience racism in our society are under-represented in the team and we therefore particularly welcome candidates from these communities.
We will be using positive action under the Equality Act 2010 to appoint a candidate who is Black, Asian or from any other minoritised ethnic community if two candidates are equally qualified.

1. **Disclosure and Barring Checks**

Birth Companions works with vulnerable adults, children and young people. As a small organisation it is likely that staff will come into contact with a vulnerable adult or child. Therefore all our staff roles are exempt from the Rehabilitation of Offenders Act 1974 and applicants for all of our staff are required to undergo a Disclosure and Barring Service (DBS).

Birth Companions undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. However, Birth Companions will not consider an individual for a staff role if they have been barred from working with children or vulnerable adults.

Criminal records will only be taken into account for recruitment purposes where a specific conviction or caution is relevant to the role. Birth Companions can only ask an individual about convictions and cautions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

1. **Other things to consider about working for Birth Companions**

Birth Companions does not have an office but the majority of our activities are based in London unless otherwise stated in the job description.

During the COVID-19 crisis, our meetings have been held by Zoom but we are expecting to resume at least some face to face meetings later this year.

Although there is some homeworking involved in being part of our staff team, all our staff are expected to be flexible about their availability for meetings and other activities in London. Our staff meetings take place on Mondays.

We will provide any necessary training and equipment but the successful candidate will need to be able to work from home on a regular basis and access work files and information via internet based platforms.