

Job Title: Coordinator: Community Perinatal Services

Reporting to: Community Services Manager

**Hours:** 4 days with possible increase in hours to 4.5 days subject to funding

Location: North/Northeast London with some home working

**Salary:** £29,000 (pro rata)

**Contract:**  2 years fixed term contract with possible extension

1. **About Birth Companions**

Birth Companions is a charity that supports women experiencing multiple disadvantage during the perinatal period in the community in London and the southeast, and in prisons across the country.

Our work aims to improve the lives of mothers and babies by:

* improving the mental health and well-being of pregnant women and new mothers
* enabling new mothers to give their babies the best possible start in life
* empowering women to fulfil their potential through engagement
* driving improvements in the local and national policy and practice that impacts on mothers and their babies.

By working towards these aims, we hope that all women who face disadvantage and inequality during this crucial point in their lives will have the support they need to give their baby the best possible start, and to fulfil their own potential, whatever their circumstances.

Birth Companions’ values have shaped the organisation’s approach from the outset and are still as important to us as ever. We are a women’s organisation built on feminist principles, delivering woman-to-woman support. Choice, empowerment and protecting women’s rights have always been central to the way we work. 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 and non-judgemental, basing our support on what a woman tells us she needs.

Work across our frontline services shows us what matters to women, and where things can and should be better in the care they receive from others. Based on these insights, we commission academic and peer-led research and direct the attention of local and national policy-makers, commissioners and service providers to what needs to change, and how. Everyone at Birth Companions plays a role in this. Communication and collaboration between our frontline practitioners, policy and engagement staff and the women in our Lived Experience Team means we are able to identify and monitor issues and themes and draw on learning in order to feed them into conversations with senior stakeholders across maternity, criminal justice, social services and immigration. In this way we ensure our policy and influencing work is rooted in the day-to-day experiences of women and what will make most difference to them and their babies.

Currently Black women and women from other racially marginalised groups are under-represented in our staff team and we therefore particularly welcome candidates from these communities. If appropriate we will use positive action under the Equality Act 2010 in the final stages of our recruitment process (see below for more details). We are committed to ensuring that Birth Companions is a safe space for Black women and women from other racially marginalised groups. We have put a range of measures in place to ensure this, including specialist therapeutic support for those who may be directly affected by racism. If you would like to know more please see our website page~~s~~: <https://www.birthcompanions.org.uk/pages/114-anti-racism>

1. **Job Purpose**

The Coordinator: Community Perinatal Services will coordinate and deliver a high quality, trauma-informed service offering specialist emotional and practical support to pregnant women and new mothers for up to 12 months post-birth, who are experiencing multiple disadvantage and living in the community, predominantly in the northeast London area.

The role includes the co-ordination and support of volunteers, who deliver the majority of our birth support service.

1. Key areas of responsibility

Support for perinatal women in the community

* Working collaboratively with the Community Services Team to ensure the delivery of a high-quality, trauma-informed service to pregnant women and new mothers in the community in northeast London, including:
	+ Accessible, tailored antenatal resources and early parenting information
	+ Support around preparing for labour and birth
	+ Support around infant feeding
	+ Sourcing practical maternity and baby items
	+ Coordinating birth support and postnatal visits
	+ Providing practical advice and signposting in relation to issues such as housing, immigration and social services involvement
	+ Referring to other appropriate sources of support
* Carrying out risk assessments as required to ensure the safety of the women we work with and our staff and volunteers
* Maintaining and developing relevant partnerships with external stakeholders within maternity, children’s social care and other referral pathways
* Working with the Community Services Team to assess incoming referrals and triaging as appropriate
* Carrying out home visits/1:1 visits with women in various locations in the community, as well as providing remote support via phone
* Contributing to the development of written resources for pregnant women and new mothers
* Contributing to Birth Companions’ policy work when appropriate

**Volunteer support**

* Co-ordinating volunteers who are supporting women in the community; maintaining regular contact, ensuring they are adhering to Birth Companions’ policies and procedures; and developing resources to support them
* Arranging volunteer visits to women in the community and ensuring debriefing opportunities are provided
* Conducting supervisions with volunteers
* Scheduling volunteer meetings, training and reflective practice sessions
* Involvement in the recruitment and training of new volunteers
* Crafting and disseminating monthly and quarterly volunteer updates and bulletins

**General Administration**

* Keeping accurate, up-to-date records on all activities in the organisation’s database within agreed timeframes and maintaining efficient administration systems to support caseload management
* Gathering feedback about the quality of services from the women we support using feedback forms and other approved methods
* Working closely with the Community Services Manager to ensure that the project is delivered within specified time frames and budgets

**Expectations**

* Carry out all duties with full regard to Birth Companions’ policies
* Attend staff meetings, supervisions, regular clinical supervision, and other meetings in London or by Teams, as required
* Attend training, conferences, and other opportunities for professional development
* Maintain appropriate confidentiality at all times
* Ensure the applied principles and practice of safeguarding of children and vulnerable adults across the service
* Maintain and model the organisation’s commitment to equal opportunities and anti-racism
* 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**

* Experience of working with women and/or families experiencing disadvantage
* Experience of planning and coordinating services
* Experience of working with volunteers
* Experience of supporting women during the perinatal period
* Demonstrable knowledge and understanding of the issues surrounding, and needs of, perinatal women facing multiple disadvantage
* Thorough knowledge of safeguarding practice, procedures and legislation
* Demonstrable understanding of and commitment to working in a trauma-informed way
* Understanding of and ability to maintain professional boundaries and maintain confidentiality
* Good presentation and communication skills
* Experience of managing a small budget
* Proficiency in the use of IT including Word, Excel, Outlook and databases for record keeping
* Ability to work flexibly including occasional evening and weekend hours
* Ability to manage own workload and keep records
* Understanding of and ability to maintain professional boundaries
* 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
* Commitment to anti-racism

**Desirable**

* Lived experience of disadvantage or any of the challenges the women we work with face
* Experience of supporting women with unstable immigration status
* Experience of supporting with infant feeding
* Experience of supporting women with antenatal education
* Experience of facilitating classes or groups
* Experience of multi-agency/partnership working to deliver services to vulnerable individuals
* Experience of working with volunteers and/or sessional workers
1. **Location and working days**

For this role the successful candidate will be able to work their hours flexibly across the week but will be expected to be available for team meetings on Mondays as well as working some hours on a Friday.

The post holder will be mainly based in Northeast London in the boroughs of Islington and Hackney and we would expect candidates to live within reasonable commuting distance of/to Northeast London.

In addition, all our staff are expected to be flexible about their availability for in-person meetings in London and this may require travel during peak times.

Birth Companions does not have an office so on days when there are no scheduled activities or face-to-face meetings, the post holder will be based at home.

A home-working allowance will be paid, and a laptop and mobile phone will be supplied. We will provide all 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.

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 7** **(Additional Information)** on the application formasks you to provide detailed explanation of how you believe your previous work experience, training, skills and lived experience show that you meet the essential and desirable criteria so please ensure you include as much detail as possible in this section.

We will also take into account the general presentation of your application.

1. **Positive action**

Positive action is entirely voluntary but something Birth Companions has chosen to do to improve diversity within our staff team. Under the equality Act of 2010 it is lawful to recruit or promote a candidate who is of equal merit to another candidate, if the employer reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce. We apply positive action only at the end of our recruitment processes after we have first established that the candidates under consideration are of equal merit based on a pre-set, structured scoring system using the responses to questions asked at interview as well any written tasks the candidates have performed.

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 roles are required to undergo a Disclosure and Barring Service Check (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.

Criminal records will only be taken into account for recruitment purposes where a specific conviction or caution is relevant to the role. However, Birth Companions will not consider an individual for a staff role if they have been barred from working with children or vulnerable adults.

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.