

## Head of Lifestyles Food and Monitoring (Camp) - Job Description

<b>Post Title:</b>	Head of Lifestyles Food and Monitoring
<b>Rate of Pay:</b>	£550 per week +£100 for attending staff training
<b>Responsible to:</b>	Camp Director
<b>Responsible for:</b>	Responsible for the effective delivery of the lifestyle curriculum, all camp monitoring and the quality of the dietary provision on camp.

### Responsibilities:

#### 1. Assist in staff training sessions as required:

- To develop and update training information as required e.g. PowerPoint slides and written handouts.
- To deliver training sessions to staff prior to camp.

#### 2. Responsible for the Lifestyles Curriculum, including:

- The organisation and management of the successful delivery of the camp Lifestyles Curriculum including:
  - Ensuring that Lifestyles sessions are of the highest quality, are delivered in a way that ensures a positive learning experience and are appropriate to the needs of all campers.
  - Provide support, guidance, monitoring and feedback to the lifestyle leaders.
  - Adherence to the camp curriculum.
  - Ensuring all resources are available to staff and campers.
  - Where necessary undertake the development of additional resources however, a check is necessary with the Camp Director.
  - Where necessary liaise with the group leaders to ensure code of conduct adherence.
- The organisation of the parent's educational programme including:
  - The development and delivery of seminars where appropriate.
  - Ensuring all parents receive copies of the relevant packs and newsletters.

#### 3. Responsible for camp monitoring including:

- The facilitation of the high-quality collection and data entry of all data according to agreed protocols and data processing methods:
  - Ensuring that the appropriate materials and equipment are available.
  - Organising camp staff to assist with data collection as necessary.
  - Ensuring all data collection and data inputting is carried out in a professional and ethically appropriate manner.

- Provide weekly updates to the Camp Director.
4. Responsible for the management of the dietary programme on camp.
    - Ensure adherence to the camp dietary plan.
    - Ensure high quality food provision.
    - Ensure accurate communication to and from the local site catering team.
    - Ensure food provision associated with snacks, trips and BBQ is effectively undertaken
  5. Work with and support staff to:
    - Ensure effective pastoral care within the groups and ensure effective communication with parents.
    - Ensure campers are not left unsupervised at any time.
    - Ensure appropriate staff coverage of all camp activities.
    - Ensure high quality, safe and effective practice.
    - Ensure adherence to the Governance Policies and Procedures on camp.
    - Provide regular constructive feedback to all staff.
    - To ensure best practice use of all equipment by campers and staff.
  6. Pastoral care and parent feedback
    - Ensure the provision of effective pastoral care within the groups
    - Ensure effective communication with parents on their camper's progress.
  7. Ensure effective communication with:
    - Local site staff to ensure effective delivery of the programme.
    - Camp staff using a daily management meeting, daily group leaders meeting and a weekly camp staff meeting.
    - MoreLife central team providing daily number updates, as well as any other information required.
    - Provide weekly numbers to the onsite catering team, including other relevant dietary requirements.
  8. Ensure all safeguarding issues are dealt with according to the guidelines within the staff handbook or from the MoreLife central team. Ensure confidentiality of these issues.
  9. Adhering to the More-Life Governance Policies and Procedures ensuring the risk is minimised for children, staff and visitors to camp especially Information Governance, Health and Safety, Risk Assessment and Safeguarding.
  10. Ensure all staff, volunteers and visitors are fully aware of the incident management procedures e.g. fire, accident and emergency procedures
  11. Liaison with MoreLife marketing and PR and the media.

Health and safety: To maintain a positive attitude to health and safety in carrying out the duties of the post with special emphasis on the environment and safety of the campers in your care.

There is a no smoking and drinking of alcohol policy in force for the duration of the camp.

Equal Opportunities: Post holders must at all times carry out their responsibilities with due regard to MoreLife's equal opportunities policy.

## Head of Lifestyles, Food and Monitoring Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	A relevant degree in any of the following: Nutrition, Dietetics, Education, Physical Education, Sport & Exercise or a related field.		Application
<b>EXPERIENCE</b>	<p>Experience delivering healthy lifestyles information to children.</p> <p>Experience taking monitoring measurements.</p> <p>Experience of providing constructive feedback to others.</p>	<p>Experience in data collection in an obesity treatment setting. Experience of the supervision of support staff.</p> <p>Experience in monitoring the delivery of healthy lifestyles information to children within an obesity treatment setting.</p> <p>Experience planning calorie controlled diet plans.</p>	Application and Interview
<b>SPECIAL ATTRIBUTES</b>	<p>Ability to plan and deliver fun and creative lifestyle sessions.</p> <p>Ability to manage a group of children in an educational environment.</p> <p>Self-motivated.</p> <p>Strong personal skills.</p> <p>Ability to use initiative.</p> <p>Be able to work under pressure.</p> <p>Ability to work effectively as a team leader.</p> <p>Strong organisational skills.</p> <p>Ability to delegate and manage tasks and team members.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to meet targets.</p>		Application and Interview