

**NCIM Nutrition Lead**

NCIM would like to appoint a Nutrition Lead with cooking from scratch experience, who can offer 1:1 appointments within the NCIM Integrative Health Team and deliver our Food for Wellbeing courses across the region and as needed within the UK.

Our courses presently include:

* Food for Wellbeing
* Food for a Healthy Heart
* Food for Mood

As an organisation that inspires health and wellbeing, we would also be offering consultancy to other organisations who would like to deliver nutrition courses.

We are looking for someone who is:

* passionate about nutrition and making it a mainstream health offer
* wants to work as part of an Integrative Health Team
* someone who can take on leadership elements to deliver courses
* coordinate evaluation of courses
* work with the Business Development and Operations Manager (BDOM) to manage the grant budgets
* help with new funding streams

They would be supported by the Core Team, the BDOM, our Fundraiser and with strategic leadership by our CEO. We have a dynamic and hardworking team and would love someone with these skills to join us.

The contract with NCIM would be on a freelance basis.

Hourly rate of pay £15, with a minimum number of 6 hours per week. Please note would vary depending on course timetables.

Please send your CV and covering letter to our BDOM: chantal.enders@ncim.org.uk

Application deadline: 23 March 2020

Interview date: Wednesday 1 April

Attached: Job Description + Person Specification

**Job Description**

**Overview**

The National Centre for Integrative Medicine (NCIM) is creating a model for whole-person healthcare and wellbeing that supports a combination of conventional, lifestyle and holistic approaches. NCIM offers Nutrition within this inclusive model of healthcare. NCIM is also an accredited teaching centre and offers training for healthcare professionals to develop their practice and support their patients.

**Job Purpose**

The Nutrition Lead’s role includes:

* Develop and deliver of the NCIM Food for Wellbeing courses
* 1:1 Nutrition consultations as part of the Integrative Health team to deliver teaching into the NCIM education programmes

Our courses presently include:

* Food for Wellbeing
* Food for a Healthy Heart
* Food for Mood

These courses are currently run in and around Bristol, but there may be opportunities to take the courses to other areas of the UK, so there would need to be some flexibility around travel and working away from Bristol.

The role includes responsibility around:

* Designing as well as delivering the courses
* Creating Handbooks/Recipes
* Managing the evaluation before and after courses
* Managing our portable kitchen and keeping up to date on resources needed
* Responsible for sourcing the food for each course and bringing it to the venue
* Sourcing venues and liaising with local services to allow delivery of courses into low-income areas
* Liaising with GPs and other healthcare professionals to refer patients/clients into our courses (many of which are free at the point of delivery)
* Promoting our courses by leaflet dropping, or giving short talks to GP practices, Social Prescribing Coordinators, for example
* Liaising with Grant providers and keeping them up to date on progress
* Giving progress reports as and when needed
* Having an awareness of grant budgets and keeping good financial records

The post holder will be the main point of contact for all matters relating to the delivery of the NCIM Food for Wellbeing courses and will work closely with NCIM’s Clinical Administrator to promote, manage and co-ordinate the courses. The Clinical Administrator will be responsible for managing the bookings for the courses.

**1:1 Consultations**

****To develop and deliver 1:1 Nutrition for Wellbeing consultations as part of the Integrative Heath Team Team.

**Teaching**

To deliver teaching sessions into our Diploma Education programme as and when needed.

For example, at our Open Clinical Day event or during the Diploma Teaching days, talking about the importance of Nutrition as part of an Integrative Healthcare approach to a variety of conditions.

The post reports to the Business Development and Operations Manager (BDOM) and works alongside the Chief Executive and the wider healthcare and Associate Therapy Team.

Clinical Supervision for the post will be provided by Dr Elizabeth Thompson in the first instance.

**Key Responsibilities**

* Oversee delivery of NCIM’s Food for Wellbeing courses across a range of Bristol locations and venues – course design, course delivery, participant recruitment and support (with support from NCIM’s Clinical Services Administrator).
* Manage (recruit) a volunteer (or small group of volunteers) to support you on the delivery of the different courses
* Booking speakers, community food educators and course venues
* Work with key community partners, for example Knowle West Health Park, to design programmes appropriate for their communities
* Design and prepare course materials and work with NCIM’s Clinical Services Administrator to ensure participant access to materials (online / hard copies)
* Prepare and disseminate marketing materials
* Capture participant feedback and course evaluation through questionnaires and surveys  (such as MYCAW - Measure Yourself Concerns, WEMWEBS - Warwick/Edinburgh Wellbeing Scale, PREM).
* Identify potential funding streams (working with NCIM’s Fundraiser) and prepare reports for programme funders and supporters.
* Attend programme meetings at NCIM or with key partners for grant funded programmes.

Whist the purpose of this role should remain constant, the duties and responsibilities may vary according to the needs of the organisation. The job holder should therefore retain a flexible approach to the duties and responsibilities and be prepared to undertake such tasks as may be required (for example travelling to other parts of the UK to deliver our Food for Wellbeing course).

**Person Specification**

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| **Key Area**  | **Essential**  | **Desirable**  |
| **Education & Training**  | * Minimum undergraduate degree

level* Registered fully qualified Nutritionist
* A professional qualification in mental or physical health care, education or social care, or equivalent life experience
* A willingness to seek training to deliver courses you are not familiar with
 | * Knowledge and experience of the populations that the NCIM Food for Wellbeing courses will be delivered to (such as delivering courses to people living with diabetes, cardiovascular conditions, mental health issues such as depression / stress / anxiety)
* Training and experience in nutrition-based supervision
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| **Skills & Experience**  | * A commitment to following best practice guidelines set out by your registering body
* Ongoing contacts with other nutrition practitioners and teachers, built and maintained as a means to share experiences and learn collaboratively
* Regular supervision with an experienced supervisor who has some experience of the clinical populations you are working with and meets good practice guidelines for supervision.
* Ability to provide supervision / feedback to colleagues supporting you on the delivery of NCIM Food for Wellbeing courses
* High standard of verbal and written communication
* Organisational skills
* Excellent computer literacy and typing ability (MS Word and Excel)
* Enhanced DBS check
* Safeguarding Vulnerable Adult and Children Training – minimum Level 1
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| **Knowledge**  | * An interest in / knowledge of Integrative Medicine - blending conventional, holistic and lifestyle approaches to healthcare
 | * Awareness and understanding

of social enterprise  |
| **Personal Attributes**  | * A commitment to ongoing development as a teacher through further training, keeping up to date with the evidence base, recording and reflecting on teaching sessions, participation in webs forums etc.
* Considerate of participant wellbeing
* Able to build and maintain relationships with participants and other clinical professionals
* Honest and reliable
* Accountable and able to use initiative and take responsibility
* Able to maintain participant confidentiality
* Willing to work as part of a team
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