

Job Description & Person Specification

Job Title: Nutrition for Wellbeing Lead

Overview

The National Centre for Integrative Medicine (NCIM) is a not-for-profit social enterprise with an ambitious remit to support the transformation of healthcare to a broad model including conventional, lifestyle and holistic approaches.

We deliver education and clinical services, directed towards our health and wellbeing agenda.

NCIM is an accredited teaching centre and offers training for healthcare professionals to develop their practice and support their patients. Our training is research and practice led, with global experts delivering online learning education.

Job Purpose

The Nutrition for Wellbeing Lead's role comprises the following key elements:

- delivering NCIM's 1:1 Nutrition consultations as part of our multi-disciplinary Integrative Healthcare team, which includes offering a range of testing options, i.e. Invivo, Genova, DUTCH
- Being part of the Holistic Doctor Webinar series, talking about the role of Nutrition as part of an Integrative Medicine Model
- delivering teaching into the NCIM education programmes, for example at our Integrative Healthcare Forum events or during the Diploma in Integrative Healthcare teaching days, talking about the importance of Nutrition as part of a whole-person, personalised approach to managing a variety of conditions
- being part of our Wellbeing in the Community Programme, delivering courses across different venues within Bristol, which are linked to grant awards (for example Food for Mood as part of the St Monica's Trust grant working with Mental Health and Older People post-pandemic)
- developing and delivering NCIM's Food for Wellbeing programme, which has to date included Food for Wellbeing; Food for a Healthy Heart; and Food for Mood

The Nutrition Lead will work alongside the core team which includes the Chief Executive, the Business Development and Operations Manager (BDOM), the Finance Manager, the Fundraising Lead, the Marketing Lead and the Clinical Services Administrators, as well as the wider healthcare and Associate Therapy Team. The post reports to the Business Development and Operations Manager (BDOM). Clinical Supervision for the post will be provided by our Clinical Lead, Dr Elizabeth Thompson, in the first instance.

The Nutrition for Wellbeing Lead 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 and Marketing Lead to promote, manage and co-ordinate the courses. The Clinical Administrator will be responsible for managing the bookings for the courses.

Key Responsibilities

1. 1:1 Nutrition Consultations

- 1.1. In accordance with the NCIM clinic timetable, make yourself available to undertake a variety of duties including patient consultations (in person / telephone / skype / zoom); creating a Personal Plan; dealing with queries from patients (communicating through the NCIM office); managing paperwork and correspondence in a timely fashion.
- 1.2. Assess the nutritional health needs of patients and making professional, autonomous decisions in relation to presenting problems.
- 1.3. Recommend that patients visit their GP/ primary care provider / social care provider if required; communicate with their GP if required and if patient consent is given.
- 1.4. Contribute to NCIM clinical requirements and recording data appropriately on the patient management system (PracticePal).
- 1.5. Seek opportunities to support patients with health education if required.
- 1.6. Appropriately manage the appointment list and refer to other clinical service colleagues at NCIM as appropriate, for example Holistic Doctor, Nutritionist, Craniosacral Therapist, or other NCIM Associate Therapists.
- 1.7. Record clear and contemporaneous consultation notes to agreed standards and uploading them onto PracticePal no longer than 5 working days after the appointment.
- 1.8. Collect data for audit purposes (MyCAW, Warwick Wellbeing, PREM) and contribute to an NCIM audit programme as required.
- 1.9. Proactively engage in some aspects of the clinical work within the NCIM team, for example: information governance and risk management, and CPD.
- 1.10. Be part of the planning and delivery of the Holistic Doctor Webinar series.
- 1.11. Play an active role in 1:1 and group supervision.
- 1.12. Take part in the planning and delivery of clinical workshops where appropriate (Food for Mood, Food for a Healthy Heart, Food for Wellbeing).

2. Food for Wellbeing Courses

- 1.1. Oversee delivery of NCIM's Food for Wellbeing courses across a range of Bristol locations and venues (*this may also depend on grants awarded*), with responsibility for:
 - course design and delivery
 - participant recruitment and support (with support from NCIM's Clinical Services Administrator)
 - sourcing venues and liaising with local services to allow delivery of courses into low-income areas
 - managing the portable kitchen and keep up to date on resources needed
 - sourcing food for each course and bringing to the venue
 - recruiting and managing volunteer(s) to support course delivery
 - booking speakers and community food educators

- designing and preparing course materials, handbooks and recipes (working with the Clinical Services Administrator to ensure participant access to materials (online / hard copies)
 - capturing participant feedback and course evaluation through questionnaires and surveys (such as MYCAW - Measure Yourself Concerns, WEMWEBS - Warwick/Edinburgh Wellbeing Scale, PREM)
 - preparing and disseminating marketing materials (with support from Marketing Lead)
- 1.2. Work with key community partners, for example Southmead development Trust / Knowle West Health Park, to design programmes appropriate for their communities.
 - 1.3. Liaise with GPs and other healthcare professionals to refer patients/clients into our courses (many of which are free at the point of delivery)
 - 1.4. Promote courses by leaflet dropping or giving short talks, e.g. to GP practices or Social Prescribing Coordinators.
 - 1.5. Identify potential funding streams (working with the Fundraising Lead) and prepare reports for programme funders and supporters.
 - 1.6. Attend programme meetings at NCIM or with key partners for grant funded programmes and provide progress reports.
 - 1.7. Maintain good financial records and awareness of grant budgets for NCIM Food for Wellbeing programmes.

3. Quality Management

- 3.1. Alert other team members to issues of quality and risk.
- 3.2. Assess own performance and take accountability for own actions, either directly or under supervision.
- 3.3. Make suggestions on ways to improve and enhance the team's performance and service expansion.
- 3.4. Effectively manage own time, workload and resources.
- 3.5. Be supportive of the complaints policy and procedure to ensure proper investigation and appropriate follow-up action in the event of a complaint being made about any aspect of the service provided or any personal provider of the service.

4. Teaching

- 4.1. Be part of planning and delivery of NCIM's academic programme, as and when appropriate (for example teaching on Diploma in Integrative Healthcare, Integrative Healthcare Forums, IM Bitesize courses).

Other Responsibilities within NCIM

5. Contribute to service development of Nutrition for Wellbeing programmes and 1:1 consultations.
6. Maintain awareness of and compliance with all relevant policies, guidelines and procedures, e.g. equality and diversity, safeguarding, confidentiality, data protection, health and safety, discipline (see NCIM Handbook and accompanying policies).

7. Maintain commitment to life-long learning and audit to ensure evidence-based best practice.
8. Participate in training programmes organised by NCIM where appropriate (to meet Statutory and Mandatory training requirements as well as upskilling in NCIM specific tasks).
9. Attend team meetings and other case discussion, clinical or education meetings when necessary.

Whilst 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.

Person Specification

Key Area	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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 - Evidence of continuing professional development
Skills & Experience	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Experience of working in a clinical setting - Use of online marketing tools, e.g. Mailchimp, Sender, Canva - Developing creative promotional materials

	<ul style="list-style-type: none"> - Excellent computer literacy and typing ability (MS Word and Excel) - Enhanced DBS check - Safeguarding Vulnerable Adult and Children Training – min. Level 1 - A willingness to seek training to deliver courses you are not familiar with - Up-to-date DBS Check 	
Knowledge	<ul style="list-style-type: none"> - An interest in / knowledge of Integrative Medicine – combining conventional, holistic and lifestyle approaches to healthcare 	<ul style="list-style-type: none"> - Awareness and understanding of social enterprise
Personal Attributes	<ul style="list-style-type: none"> - Considerate of participant wellbeing - Able to build and maintain relationships with team members 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 	