

# Programme Developer and Trainer

## JOB DESCRIPTION

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MEND (Mind, Exercise, Nutrition...Do it!) is a social enterprise which was established in 2004 to enable a significant, measurable and sustained reduction in global childhood overweight and obesity levels. Its flagship intervention, the MEND Programme was developed at Great Ormond Street Hospital for Children and the Institute of Child Health, University College London and is one of the UK's most innovative and effective obesity prevention and treatment programmes for 7 to 13 year old children (and their parents). MEND is a 10-week multi-component healthy lifestyle programme encompassing education on healthy eating, fun games to stimulate an active interest in physical activity and behaviour modification techniques to boost self-confidence.

The Programme is now available in more than 300 community locations in the UK, Denmark and Australia and is offered completely free of charge to participants through support from the Big Lottery Wellbeing Fund, Sainsbury's supermarkets and a variety of Primary Care Trusts, Local Authorities and leisure services delivery partners. MEND is in the process of supplementing the MEND Programme with additional obesity prevention and treatment programmes for other age groups, including the Mini-MEND Programme for 2 to 4 year olds. MEND has a strong focus on quality assurance and sustainable outcomes.

### The role

We are seeking an experienced professional with a strong interest and background in programme development, training and weight management. The holder of this role will be responsible for developing and updating MEND's various Programmes, resources and training and thereby contributing to MEND's Continuous Improvement process. Ideally you will possess experience in designing evidence-based interventions and delivering group-based training. In addition, with frequent feedback and suggestion from families, sites and the internal team, this person will be much organised and able to multi-task. Work undertaken will reflect the interdisciplinary nature of the MEND Programme and the complex nature of obesity itself. The post holder will be expected to develop awareness of and skills to work within a range of relevant academic disciplines, for example; dietetics, behaviour change and physical activity. The post holder will need excellent communication skills – written and oral – and be capable of working both independently and under supervision of more senior colleagues.

You will sit within the Research and Programme Development team; but will also be required to function as part of a wider team – with the potential to get involved in other development projects. The team currently includes a variety of professionals from the health and social care sector including; Dietetics, Nutritionists, Clinical Psychology and Sports Science. You will be line managed by MEND's Programme Development Manager.

### Main Responsibilities

In this post you will be responsible for a wide range of duties including, but not limited to the following:

- *General*
  - Contribute actively to the continuous improvement of MEND's processes and content, by being a point of contact for gathering feedback from Programme Managers, Leaders and Regional Managers
  - Gain a grasp of all MEND material – manual, kit, slides, handouts etc
  - Develop effective relationships with colleagues across all functions to improve the MENDs Programmes
  - Deliver MEND's Programmes in order to understand all the processes involved
  - Be involved in future development of MENDs programmes, resources and services
  - Keep up-to-date with current health related issues, government reports and scientific research
- *Training*
  - Contribute to the development of MEND training programmes for all users – , Mind and Nutrition Leaders, Programme Managers, etc
  - Deliver MENDs training as and when required

**Location**

You will be largely based in our London office near London Bridge and Tower Hill.

**Pay and benefits**

Pay will be competitive and dependant upon experience.

You will also be entitled to an annual leave allowance of 24 days.

**How to apply**

If you meet the above requirements, are seeking an enriching programme development role with an entrepreneurial social enterprise and are passionate about making a difference to childhood obesity, we would like to talk to you.

Please send your CV with a cover letter to [careers@mendprogramme.org](mailto:careers@mendprogramme.org) and we will review your application. Please provide an indication of your earliest possible start date.

MEND Central is an Equal Opportunities Employer. Please note that as we work with childhood obesity we carry out enhanced Criminal Records Bureau checks on all staff.



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## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with groups, particularly children and parents</li> <li>• Experience training groups of health-care, education and exercise professionals</li> <li>• Weight management experience</li> <li>• Experience working in the field of child nutrition, behaviour change or physical activity</li> <li>• Designing and implementing health initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the voluntary &amp; public sector</li> <li>• Experience of the healthcare, leisure industries, teaching or the public sector would be an asset</li> <li>• Delivered or assisted on a MEND Programme</li> <li>• Experience using behavioural management techniques</li> <li>• Experience of paediatric weight management</li> </ul>
<b>Skills and ability</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Project management skills</li> <li>• Able to gather feedback from various sources and disseminate information to make sound judgements</li> <li>• Attention to detail</li> <li>• Effective organisational skills with proven ability to multi-task and manage multiple priorities / projects simultaneously and to prescribed deadlines</li> <li>• Effective and committed team player yet self-starter</li> <li>• IT literate, with solid working knowledge of MS Word, Excel, PowerPoint and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Desktop publishing – e.g. Quark, Adobe In-Design skills</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Strong knowledge in the fields of behaviour change, nutrition or physical activity</li> <li>• Knowledge of obesity management (ideally with children)</li> <li>• Knowledge of the MEND Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of public sector agencies and public policy in relation to health &amp; social care</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Able to work under pressure</li> <li>• Organised and able to prioritise work load</li> <li>• Passionate about health – specifically physical activity, nutrition and behaviour change</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or higher in a related field</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Need to be able to work flexible hours</li> <li>• Need to be able to travel</li> </ul>	