



Job Description

Professional Development Officer: Learning & Development

- Reporting to:** iHV Professional Education, Learning & Development Lead
- Accountable to:** iHV Chief Executive Officer
- Salary:** iHV pay band 5 – starting salary based on experience. The iHV also has an attractive pension scheme with 10% employer contribution. The employee contribution is flexible and starts at 5%.
- Salary range - £38,115.45 - £49,380.26 (pro rata for part-time)
- Hours:** 0.6 WTE over 3 days per week (with some long days anticipated to cover training hours).
- Term:** Permanent, following successful completion of a 3-month probationary period.
- Location:** Home based – with some travel and overnight stays within the UK to support occasional in-person training events, Forums and Conferences.
- Key Relationships:** Director of Learning and Development; Professional Education, Learning and Development Lead; Perinatal and Infant Mental Health (PIMH) Lead; Director of Innovations and Research; PIMH & Training Team members; Business and Operations Lead.
- Leave:** 25 days per year pro rata (rising to 30 days on completion of 2 years continuous service with iHV).
- Applications close:** **Monday 13 January 2025 – 5pm**
- Interviews:** **Monday 20 January 2025 (hold the date)**

For informal enquiries please contact:

- Philippa Bishop, iHV Director of Learning & Development - philippa.bishop@ihv.org.uk
- Amanda Holland – iHV Professional Education, Learning & Development Lead – amanda.holland@ihv.org.uk

Institute of Health Visiting

The Institute of Health Visiting (iHV) was established in 2012 to strengthen the quality and consistency of health visiting services for the benefit of all children, families, and communities. Our work spans the breadth of health visiting policy and practice, learning and development, and innovation and research – giving us a unique understanding of the strategic context of health visiting now and in the future. Our Learning and Development Department aims to build professional skills and knowledge to enhance health visiting workforce capability and leadership development. The iHV is a UK-wide organisation with international connections.

The iHV training programme has gained national and international recognition and is highly regarded within the health visiting profession and wider partnerships. The successful candidate will be joining a friendly and hardworking team, and we hope will enjoy contributing to the work led by the Institute to improve children's lives.

Summary of Job Purpose:

This post has been developed in response to the continued demand for a wide range of iHV training to be delivered across the UK. The postholder will work with iHV team colleagues to deliver high quality learning & development opportunities for the health visiting workforce, through delivery of teaching with the iHV team, with support from selected consultant co-trainers.

Key areas of responsibility:

- To co-facilitate a wide range of iHV training programme events, delivering teaching virtually and occasionally in-person across multi-agency groups.
- To support the co-production, development, quality assurance and refinement of new iHV training programmes and resources.
- To contribute to the evaluation of existing iHV training programmes and events.
- To contribute to a rolling schedule of updating and improving current training programmes as part of a continuous cycle of quality improvement.
- To support further development of the current iHV LEARN (Moodle-based) site as a platform for flexible, accessible and technology enhanced learning.
- To work across the organisation, collaborating with other teams to support the delivery of other iHV events.
- To occasionally represent the Learning & Development team at relevant national meetings.

Additional responsibilities:

- To work within the expected iHV Values and Behaviours.
- To attend and contribute to iHV meetings, learning & development team meetings and

professional meetings as required.

- To participate in all mandatory training and team awaydays as required.
- To maintain professional registration as a SCPHN-health visitor registered with the Nursing and Midwifery Council.
- To maintain a strong and up-to-date knowledge of relevant evidence and policies for babies, children and families' public health and their implications for high-quality health visiting practice.
- To contribute (as part of the professional team) on priorities for practice developments for health visiting.

NB: The above is only an outline of the tasks and responsibilities required of the role. You will carry out any other duties as may reasonably be required by your line manager. The iHV is an expanding and evolving organisation, as such the job description and person specification will be reviewed on an ongoing basis in accordance with the evolving needs of the wider team.

PERSON SPECIFICATION

Essential skills and experience	
Qualifications	<ul style="list-style-type: none"> • Active NMC registrant (Nurse, Midwife or HV) with SCPHN qualification and experience. • Educator – Cert Ed, or other teaching qualification OR able to demonstrate significant experience of teaching. <p>Desirable:</p> <ul style="list-style-type: none"> • iHV Champion • Working towards or holds MA or MSc
Values and Behaviours	<ul style="list-style-type: none"> • Commitment to, and focused on quality, promoting high standards in all they do. • Actively develops self and supports others to do the same. • Demonstrable commitment to and focus on quality and evidence-based preventative public health and early intervention, to promote high standards to consistently improve outcomes for babies, children, and their families. • Experienced team player, works across team boundaries, looks for collective success, listens, involves, respects, and learns from the contribution of others. • Values diversity and difference; operates with inclusivity, integrity and openness. • Personal drive, creative energy and enthusiasm for new challenges.
Knowledge and Experience:	<ul style="list-style-type: none"> • Experienced trainer (including potential iHV Champion role), and with experience of delivering training to health visiting and other professional groups. • Group facilitation skills – including managing group dynamics and experience of handling disruptive or challenging group members. • Robust knowledge of contemporary, evidence-based policy and research in health visiting practice and early years. • Ability to critically appraise, synthesise and present evidence and policy and its relevance to practice. • Experience of using online learning systems including e-learning. • Ability to support development of new learning products and learning resources. • Understanding of contemporary HV practice and the current challenges and opportunities. • Experience and understanding of partnership working, and the context of current health visiting practice, including commissioning arrangements, service metrics and ways of demonstrating impact for health visiting services in the UK.
Communication Skills:	<ul style="list-style-type: none"> • Confidence to chair large meetings and deliver training in-person and across a range of virtual platforms including Zoom and MS Teams. • Skilled communicator including excellent verbal and written communication and ability to negotiate and secure co-operation of others.

	<ul style="list-style-type: none"> • Ability to build credible networks including relationships with families, influencers, peers and senior colleagues in other organisations. • Ability to work collaboratively with a wide range of individuals, work across organisations and within a team. • Ability to manage challenging situations and conversations. • Proficient in use of all Microsoft applications. • Experience of using social media.
Analytical skills and strategic thinking	<ul style="list-style-type: none"> • A self-starter, with strategic thinking and problem-solving skills; the ability to work on own initiative, respond to sudden unexpected demands, and manage a wide range of competing priorities effectively. • Proven ability to think strategically with respect to planning training opportunities. • Outcomes focused.
Leadership and Management Skills	<ul style="list-style-type: none"> • Confidence to deliver national level training events in-person or virtually. • Very organised with the ability to manage multiple competing tasks. • Skills for delivering results through managing self and through others. • Interested in research and evaluation, with a good understanding and ability to critically appraise research.
Equality and Diversity	<ul style="list-style-type: none"> • Knowledge and understanding of equality of opportunity and diversity, taking into account and being aware of how individual actions contribute to and make a difference to the equality agenda.
Other	<ul style="list-style-type: none"> • Prepared to work flexibly, within a team, with a commitment to ensure success of the iHV. • Ability to travel as necessary – access to a vehicle/good road and rail links. • Member of the iHV.

General responsibilities applying to all staff:

The postholder is required to follow iHV policies and procedures.

Confidentiality / Data Protection / Freedom of Information

Postholders must maintain the confidentiality of any sensitive iHV information and business in accordance with the Data Protection Act of 1998 and GDPR.

If any member of staff has communicated any such information to an unauthorised person, those staff will be subject to disciplinary action including potential dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

Information Governance:

All staff must comply with information governance requirements. These include statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed, and forwarded in a secure and appropriate manner.

Equal Opportunities

Postholders must at all times fulfil their responsibilities with regard to the Institute's Equal Opportunities and Equality Policies.

The Institute of Health Visiting is fully committed to the active promotion of equality and diversity in everything that we do. We want to create an organisational culture that values diversity and demonstrates due regard to the characteristics of the Equality Act (2010) through our employment practices, the work that we do and the products and resources that we produce. We are committed to encouraging equality and diversity among our staff and eliminating unlawful discrimination.

Health and Safety

All postholders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the organisation's health and safety policies and procedures are complied with to maintain a safe working environment.

Risk Management

All postholders have a responsibility to report risks such as delays in delivering work programmes.

Appraisal

All staff are required to partake in a joint annual review of their work which appraises performance and behaviours, including 360 appraisal.

Values and Behaviours

The iHV has developed a clear vision for the direction of the organisation. A set of values and behaviours have also been developed and agreed to underpin this vision. All iHV employees will be expected to demonstrate an understanding of and commitment to these values and behaviours, which are reviewed through the appraisal processes.

Flexible Working

As an organisation the iHV is committed to supporting flexible working arrangements, when possible, if they do not interfere with the successful delivery of the postholder's responsibilities.

Safeguarding children and vulnerable adults

All iHV staff should work within the iHV Safeguarding policies. Postholders who have a direct responsibility for safeguarding children and vulnerable adults in the course of their work should provide evidence of a DBS.

Visa restrictions

Entitlement to work in the UK.

December 2024.