



Supporting your family from pregnancy to weaning

## Role Description and Person Specification: Clinical Director

*We welcome applications for flexible working - if you would like to apply for a specific subset of responsibilities outlined here (for example the team and public facing part but not the volunteer supervision part), please apply and tell us what your ideal role looks like. You are also welcome to contact us before applying to discuss this.*

### Hours

- 5.5 hours per week (15% of full time equivalent)
- Flexible working pattern
- Permanent contract

### Salary

- £47,000 pro rata (£587.50/month)

### Location

- Predominantly remote working
- Regular attendance at in-person OBS sessions, team meetings, volunteer supervision meetings/training and other meetings within Oxfordshire. The candidate will have significant control over when and how often physical meetings will take place but must have a commitment to regular physical presence in Oxfordshire.

**Annual Leave:** 28 days pro rata (including bank holidays)

### Benefits

- Study budget/continuing professional development allowance
- Various training provided by OBS (for example, Equality, Diversity & Inclusion training)
- Statutory benefits (qualifying criteria apply)

**Reporting to:** Oxfordshire Breastfeeding Support Operations Lead

## **Equality, Diversity & Inclusion statement**

Oxfordshire Breastfeeding Support strives to be diverse and inclusive, welcoming of applicants from all backgrounds. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background, and people with a disability. We offer family friendly, flexible working arrangements. We will follow our [Equality & Diversity Policy](#) and [Recruitment policy](#) to ensure equal opportunities in our recruitment process and during your working relationship with us.

Oxfordshire Breastfeeding Support uses a 'Positive Action' approach to recruitment - therefore if two candidates are equally appointable after interview, we may choose to appoint a candidate with one or more protected characteristics in order to increase the diversity of our team.

## **Context**

[Oxfordshire Breastfeeding Support](#) (OBS) is a small, dynamic charity providing [support and education for Oxfordshire families to define and achieve their infant feeding goals](#). The service is led by a small team of specialist [facilitators](#), assisted by 20+ trained [volunteers](#). Pre-Covid, OBS provided [weekly drop-in sessions](#) and support via a private [Facebook group](#). During the pandemic the service rapidly became [100% virtual](#), providing 1:1 consultations (20 minutes each), a weekly support group and antenatal classes, all via Zoom. Since July 2021 the service has been operating a [hybrid model](#) of in-person and virtual support, which will be adapted over time to best suit the needs of our users and the public health situation. OBS serves over 1000 Oxfordshire families each year, and our geographical reach throughout the County has increased with the move to virtual services. In 2022 OBS has two areas of strategic focus - improving the way we support families from marginalised communities, and professionalising the way we operate our team.

## **Overview of the role**

The Clinical Director will provide leadership and clinical supervision for our team of specialist breastfeeding facilitators. They will work closely with OBS trustees, the Operations Lead and other non-clinical team members to ensure and develop the provision of high-quality, equitable feeding support. The Clinical Director will represent OBS in relationships with other local and national providers that relate to clinical practice. We expect that around two thirds of your time will be spent in this team and public facing area.

The Clinical Director will be the go-to person for new and established OBS volunteers. They will induct new volunteers, arrange volunteer team meetings and supervision sessions and support the development of both individual volunteers and the volunteer team. In this aspect of the role they will work closely with the administrative team, who act as contact points for prospective volunteers and provide administrative support for the volunteer team. We expect that around one third of your time will be spent in this volunteer facing area.

Although this role can stand alone, it may best be fulfilled by someone who is also providing clinical facilitation work for OBS. You can apply for clinical facilitation work via a single application form and the [role description is provided here](#).

## **Duties and Responsibilities**

**(clinical services refers to provision of breastfeeding support)**

- Ensure that clinical services are delivered by an appropriate number and skill mix of paid staff, including sufficient capacity for emergency cover
- Supervision of breastfeeding support facilitators
- Coordinate allocation of work among breastfeeding support facilitators
- Maintenance and development of the skills of the breastfeeding support facilitators, including coordination of clinical team meetings and identification of areas of training need
- Produce/coordinate clinical content for service users as needed (for example leaflets, website text, presentations for virtual OBS group)
- Supporting facilitators with any cases involving safeguarding concerns and/or particularly complex physical and mental health difficulties
- Liaise with the maternity infant feeding team, health visiting service and other local stakeholders to represent OBS' interests and coordinate clinical services with others in the county
- Deliver, or arrange delivery of, teaching, supervision or examination sessions for external organisations (e.g. Brookes midwifery programme, the health visiting service) where opportunities arise and are agreed
- Represent OBS on the Countywide Breastfeeding Strategy group & other relevant local or national bodies
- Liaise with other breastfeeding support organisations locally & nationally, including sharing OBS experiences to benefit others where possible
- Talk with prospective volunteers who are not sure which pathway in infant feeding support is the appropriate one for them
- Provide induction sessions for new volunteers
- Encourage and support volunteers to undertake further training as appropriate
- Arrange and lead, or organise leadership of, volunteer team meetings (currently monthly - frequency could be changed by agreement with volunteers)
- Arrange and deliver, or organise delivery of, supervision sessions three times a year
- Promote cohesion and morale of volunteer team and facilitate communication of volunteers with the OBS clinical team, via OBS social media platforms (Facebook, WhatsApp)
- Pay attention to the specific needs of individual volunteers/candidates, particularly those from marginalised communities - and amend the standard structures as appropriate to maximise their involvement
- In due course, potentially assist with delivery of in-house peer supporter training.  
*This would be agreed and paid separately.*

## Person Specification

Factor	Essential Requirements	Desirable Requirements	How Measured
<p><b>EDUCATION, QUALIFICATIONS &amp; EXPERIENCE</b></p>	<p>A significant amount of specialist-level breastfeeding experience</p>	<p>Has completed the International Board Certified Lactation Consultant (IBCLC) qualification or can demonstrate equivalence of experience and learning</p> <p>Has completed UK Baby Friendly “Train the Trainer” course, or can demonstrate equivalent training or experience</p> <p>Experience within a successful remote working/hybrid team</p> <p>Has worked or volunteered for OBS or a similar organisation</p>	<p>Application form and Interview</p>
<p><b>KNOWLEDGE</b></p>	<p>Proficiency with IT functions including word processing, spreadsheets</p> <p>Understands basics of safeguarding children and vulnerable adults requirements</p>	<p>Familiarity with Unicef Baby Friendly practice in hospital and community</p> <p>Knowledge of local infant feeding support services</p> <p>Familiar and confident with Zoom, GoogleDrive, GoogleSheets, GoogleDocs</p> <p>Understands the impact of different life experiences and identities on people’s ability to engage with a charity as a service user and their style of working as a volunteer/employee</p> <p>Understands the pathways to train as a peer supporter,</p>	<p>Application form and Interview</p>

		breastfeeding counsellor and IBCLC in the UK	
<b>SKILLS</b>	<p>Excellent communication skills</p> <p>Can empower &amp; enable staff to work productively and cooperatively, individually and as a team</p> <p>Respectful, collaborative approach to working with health professionals and other partners</p>	<p>Has previously supervised staff and led a successful team</p> <p>Has worked closely with health professionals and/or lay breastfeeding supporters</p> <p>Can plan &amp; facilitate efficient meetings</p> <p>Can deliver effective training</p> <p>Can give and take constructive feedback &amp; challenge where necessary</p> <p>Ability to individualise leadership style according to the needs and experiences of others, particularly those from marginalised communities</p>	Application form and Interview
<b>OTHER REQUIREMENTS (to be completed before work is started - not essential at point of interview)</b>	<p>Legal right to work in the UK</p> <p>If also working as a facilitator, professional indemnity insurance to a minimum value of £2,000,000 (a contribution to your costs of insurance will be provided by OBS).</p> <p>A current enhanced Disclosure and Barring Service (DBS) check for OBS (cost covered by OBS).</p> <p>Appropriate Safeguarding training, as agreed with OBS Designated Safeguarding Lead, updated at the frequency specified by</p>		Application form and Interview

	<p>Oxfordshire Safeguarding Children Board (cost covered by OBS).</p> <p>If also working as a facilitator at in person sessions must have appropriate First Aid training, as agreed with OBS.</p>		
--	---	--	--

## **Application Process**

Apply using the form link on our [recruitment page](#). The closing date is 6 May, 2022. Two references will be required. Shortlisted applicants will be contacted within 4 to 6 weeks of receipt of the application.

## **Contact**

**Kawther Alfasi - Operations Lead**

**[operations@oxbreastfeedingsupport.org](mailto:operations@oxbreastfeedingsupport.org)**

**07913 789633**

April 2022