### Kidzeco is a successful and well-established social enterprise based in West Lothian with stores in Bathgate and Livingston providing affordable, high quality pre-loved children’s goods to families in our communities.

### Our newly opened Kidz n Kin community space offers a safe, welcoming environment for families with babies and young children with classes, soft play, imaginative play and café facilities.

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| **Job Title:** | Oral Health Coordinator |
| **Employer:** | Kidz-Eco CIC |
| **Hours:** | 28 hours per week (working pattern can be flexible) |
| **Contract:** | 2yrs 9 months |
| **Leave:** | 28 days annual leave (inclusive of public holidays) pro rata |
| **Salary:** | £24,000 (pro rata) |
| **Pension:** | 3% employer’s contribution and minimum 5% employee contribution |
| **Responsible to:** | Managing Director |
| **Probationary Period:** | 3 months |

**Accountability**

The post holder is accountable for:

1. Educating and promoting good oral health practices to expectant mothers and families within targeted communities.

The Oral Health Coordinator will take the lead responsibility for the development and implementation of the Kidz Knashers project. This will be in close collaboration and under the guidance of the Managing Director.

The post holder will be responsible for liaising with dentists, Childsmile, midwives, health visitors, infant feeding and third sector organisations providing and delivering oral health related activities. The post holder will be expected to work collaboratively with early year’s providers, community development, third sector and health professionals as part of their day to day work.

Working from the Kidz ‘n Kin Community Space, based in The Centre, Livingston, the duties and responsibilities of the post will be:

* To engage with mothers to be and families with babies and young children from our target areas to provide evidence based guidance, advice and practical support.
* To contribute to the reduction of oral health inequalities by supporting vulnerable groups/priority families in accessing oral health initiatives
* To work in collaboration with all relevant services and build effective partnerships across all sector organisations
* To design and deliver structured and unstructured information sessions both in house and throughout the targeted communities
* To facilitate a range of play sessions for children 0-5 highlighting and promoting positive oral health
* Develop a dental resource library and facilitate its use to local groups e,g, baby and toddlers and playgroups
* Establish partnership working to facilitate free dental resources for our Kidz Start packs
* Support evaluation of the service by maintaining a register of attendance as well as consent and evaluation records (observations, images, questionnaires, videos as appropriate)
* Attendance at team meetings and training sessions as required
* Carry out any additional duties within the spirit of the post.
* To increase registration and attendance within targeted communities NHS dental practices

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| **PERSON SPECIFICATION** |
| **Essential Criteria** |
| Relevant experience of community based working |
| Experience working 1:1 with children and their families |
| Experience of interagency/partnership working |
| Understanding of the needs of vulnerable children and families |
| Ability to travel within West Lothian area. Must have own vehicle. |
| Excellent communication skills, both verbal and written |
| Effective organisation and time management skills |
| Competent in MS Office suite |
| Experience of working as part of a team and ability to organise own workload. |
| Have a clear understanding of confidentiality and how to deal with sensitive issues |
| Experience/Knowledge of child protection issues |
| Able to plan and work independently and effectively, delivering to schedule |
| A positive and ‘can do’ attitude with a willingness to reflect, accept feedback, learn and improve |
| Knowledge of monitoring and evaluating techniques |
| Experience or clear understanding of dental health in relation to healthy eating within preschool years |

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| **PERSON SPECIFICATION** |
| **Desirable Criteria** |
| Experience of planning and delivering workshops and facilitating groups |
| Relevant qualification in dental health, health or community work at HND level or equivalent |
| Hold a First Aid qualification |
| Understanding of the voluntary/third sector |
| Demonstrable commitment to and understanding of the mission and values of Kidzeco |

Before confirming appointment, you will be required to obtain Protection of Vulnerable Groups (PVG) scheme membership through Disclosure Scotland and become a member of the relevant PVG scheme as well as providing two appropriate references.