

Health Improvement Officer (Part Time Maternity Cover)

Job Description

Job Title:	Health Improvement Officer
Location:	Kilcooley Women's Centre (KWC), Unit 65 Enterprise House, 2-4 Balloo Avenue Bangor & Outreach in Ards North Down
Responsible To:	Senior Management Team
Hours:	25 Hours per Week, 5 hours per day, Monday to Friday
Contract:	Fixed-Term Contract for 1 Year (Maternity Cover) with possibility of extension with additional funding
Salary:	TBC

Overall Purpose of Post

To work with the Health Improvement and Education and Training Community Well-Being Teams to plan, implement and deliver the KWC Health Improvement programmes in line with organisational strategic objectives in terms of health promotion and prevention. Wider aspects of the role include working alongside colleagues to evaluate health improvement services and deliver on key objectives.

Key Responsibilities:

- To support the implementation of KWC's Strategic Plan in terms of health improvement and community well-being;
- To market KWC work with relevant professional groups and target audiences;
- To develop and undertake the annual health audit project in collaboration with the Kilcooley Health Improvement Partnership, South Eastern Trust and Public Health Agency;
- To deliver, evaluate, and review existing health activity and develop new resources as required;
- To facilitate health promotion classes, activity and messages to target groups in a variety of relevant settings e.g. community settings, organisations, etc;
- To procure, appoint and monitor external facilitators and subject matter specialists/experts as required;
- To integrate health improvement work with existing relevant initiatives carried out by the other agencies and partnerships;
- To work with Senior Management to lobby for healthy living in Kilcooley and Ards North Down;

- To assist in the evaluation of health improvement and community well-being work whilst capturing the end user's voice in order to inform future service provision;
- To monitor health programme budgets, cashflow forecasts and projections;
- To complete monthly Checkpoint Reports in relation to project management
- To provide regular reports to line management, partners and funders as required;
- To keep accurate and timely records of services provided, impact achieved and numbers accessing these;
- To liaise with colleagues and external partners to increase visibility and enhance profile of KWC health improvement work across various media platforms; and
- To gather, analyse and report on case studies that will help support positive health outcomes associated with health improvement work.

General:

- To attend and participate in both team and cross departmental meetings where appropriate.
- This role will require some evening / weekend work.
- To undertake any other duties as may reasonably be required.

CONFIDENTIALITY

- To hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfil employment obligations, and shall not be used for any other purpose, or disclosed to any third party.
- To maintain confidentiality of personal, confidential and proprietary information in recognition of the privacy and proprietary rights of others at all times, and in both professional and social situations.
- To comply with GDPR and all privacy laws and regulations, which apply to the collection, use and disclosure of personal information

The role profile is an accurate reflection of the job at the time of review. As with any position, the role may be subject to change to meet the needs of the organization and the needs of the post. All prospective changes will be discussed with the post holder as part of the organizational performance management arrangements. The role has functional flexibility and the post holder will be required to work in other areas of the organization as directed.

The position may give the post holder access to children and/or young people due to the business location. Therefore, it will be subject to disclosure background checks of any criminal convictions including spent, bind over orders and cautions in accordance with the NI Access NI Vetting and Barring Scheme and our organizational 'Children and Vulnerable Adults' Protection Policy and Procedure. An Access NI check will be carried out prior to any confirmation of employment and the applicant must be prepared to meet this cost.

By applying for this position, you are in agreement for the organization to carry out this necessary background check

This is a participant facing role and not suitable for working from home.

Health Improvement Officer

Person Specification

The Person Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all of your experience, whether in paid employment or on a voluntary basis.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • At least one years' experience in the following: • Health promotion work and/or community development • Experience of project management including small grants management • Experience in management of training events / activity • Experience of developing and carrying out research • Experience of partnership working • Experience of planning, implementation and evaluation • Experience of giving oral presentations • Experience of networking of within a-charity/community organisation • Knowledge and understanding of the women and family sector in N.I. 	<ul style="list-style-type: none"> • Three years' experience in health promotion • Experience of working in the voluntary sector • Experience of working in the women's sector in NI • Knowledge of resource development • Knowledge and experience in use of Personal Development Programmes • Experience of working in a community development setting
Qualifications	<ul style="list-style-type: none"> • GCSE Maths & English at Grade C or above or equivalent • Minimum L2 ICT qualification at ECDL or equivalent experience in a business/work setting where candidate clearly demonstrates competency to L2 standard in Word/Excel/PowerPoint for 	<ul style="list-style-type: none"> • Health qualification

	shortlisting purposes. May be tested at interview.	
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills. • Excellent interpersonal skills with the ability to inspire, and motivate • Ability to work effectively within a team. • Ability to manage a complex workload with competing priorities and to work independently • Excellent time management skills to plan and organise own work to meet set deadlines • Competent user of Microsoft packages, particularly Word & Excel, email, and internet 	

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the organisation in line with business needs.

General	Additional info
<ul style="list-style-type: none"> • Right to work in the UK • Willing to work flexible hours, including evening and weekend work • Current, clean driving licence and access to personal transport 	<ul style="list-style-type: none"> • Driving a car/vehicle is an integral feature of the job therefore use of your own car/vehicle is deemed to be essential to fulfil the duties of the post • KWC is aware that some persons with disabilities may not be able to hold a driving licence, if this is the case, please demonstrate how you can fulfil the mobility requirements for the post which you are applying.