



JOB DESCRIPTION

SECTION 1 – Job Details

Job title:	Development Officer
Reports to:	Healthy City Co-ordinator
Responsible to:	Chief Executive
Location:	Belfast Healthy Cities Office 22/24 Lombard Street Belfast, BT1 1RD
Salary	£30,639 pro rata plus pension and life assurance scheme
Type of contract:	March 2027 (possibility of extension funding permitting)
Hours:	17.5 hours pw

SECTION 2 - Job Purpose

The city of Belfast has been a member of the World Health Organization (WHO) European Healthy Cities Network since its establishment in 1988. Belfast Healthy Cities (BHC) represents the city within the WHO Network and has worked successfully to implement the WHO 'healthy city' requirements of each phase within the local policy, political and administrative arrangements. The city currently focusses its efforts on 6 Ps – Place; Prosperity; People; Participation; Planet and Peace, within the social, environmental and economic determinants of health and health inequalities.

The main purpose of the role is to contribute to the delivery of the annual operational plan, focusing on the priority issues agreed within the agreed themes to deliver the [Belfast Healthy Cities Strategic Plan](#), primarily but not exclusively, to design and deliver programmes working with stakeholders in the city, including government departments, other public sector bodies including local government, the university, public, voluntary and community sectors.

Principal Responsibilities

The post holder will report to the Healthy City Co-Ordinator, working with key stakeholders in the city and will have responsibility for the following:

- **Programme Development and Delivery:** Co-designing, developing and leading programmes/ training in partnership with a range of stakeholders
- **Partnership Building, Stakeholder and Community Engagement:** Driving collaboration through strategic partnerships, stakeholder alignment, and meaningful community engagement.
- **Innovation and Development:** assisting the development of innovative capacity building, programmes and research projects.
- **Communication and Knowledge Sharing;** organising seminars, events and training and representing Belfast at a wide range of events and meetings communicating agreed messaging.

SECTION 3 - Specific Responsibilities

1. Programme Development and Delivery

- Support the planning, implementation, and evaluation of agreed health and wellbeing programmes.
- Lead the roll-out of initiatives aligned with agreed themes (such as green health maps, healthy places healthy children, walking bus toolkit).
- Monitor progress and impact of projects against strategic objectives and agreed outcomes.
- Develop new resources, training and programmes aligned to agreed priorities

2. Partnership Building, Stakeholder and Community Engagement

- Build and maintain effective working relationships with statutory agencies, community organisations, academic institutions, and elected representatives.
- Represent Belfast Healthy Cities at meetings, workshops, and public forums to promote initiatives and strengthen partnerships.
- Develop and manage strong relationships with partner organisations to develop opportunities for productive collaboration across and within sectors

3. Innovation and Development

- Identify opportunities for new programmes or areas of work in response to emerging health challenges.
- Support the development of proposals and business cases for new initiatives.
- Pilot and test innovative ideas that align with the Healthy Cities approach and priorities.

4. Communication and Knowledge Sharing

- Prepare reports, presentations, and communication materials to promote understanding of Healthy Cities work.
- Facilitate workshops, seminars, or training sessions for partners and stakeholders.
- Contribute to social media and website content to share success stories and project updates.
- Represent the organisation on public speaking and media events in a way which will enhance and maintain the reputation and public profile of Belfast Healthy Cities

General

- Maintain project documentation relevant to all areas of work.
- Coordinate meetings, record minutes, and follow up on actions as required.
- Ensure compliance with internal procedures and funder requirements
- Supervise and support students as appropriate
- Contribute to the working arrangements within a small team and assist in other areas of work as required

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the post may be assigned from time to time.

PERSONNEL SPECIFICATION

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Notes to applicants:

You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted.

Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

Criteria will be measured at three stages. The following outlines the stage at which each criterion will be measured. Criteria that will be initially measured at shortlisting stage, may also be further explored during the interview/selection stage. Criteria that indicates test/interview will be measured during the test stage which may be carried out immediately before the interview or at the interview stage.

Qualifications - Essential criteria

Relevant degree and two years' relevant experience working in at least one of the following areas: People, Place, Participation, Prosperity, Peace and Planet (Application form).

OR

Five years' experience working in one of the above 6 P themes
(Application form)

Experience - Essential Criteria

- Co/designing, delivery and monitoring of projects involving multiple stakeholders (Presentation/Interview)
- Design and delivery of public events/workshops/training events that engage a wide range of stakeholders (Application Form)
- Production of high quality verbal, written and oral reports and provision of written summary reports for a range of people with differing needs and abilities; experience of public speaking (Presentation/Interview)

- Working with a range of stakeholders; developing and maintaining effective working relationships with groups and individuals with differing perspectives and agendas (Interview)

Knowledge - Essential criteria

- Social, environmental, commercial and economic determinants of health; health inequalities and the role of the private, public, voluntary and community sectors that contribute positively to health (Application Form)
- Current government policy which has an impact on Phase VII themes, health and health inequalities (Interview)

Skills - Essential criteria

- Excellent written communication skills with the ability to assimilate and summarise information rapidly, including drafting high quality presentations and reports (Interview)
- Ability to act on own initiative, motivate, network and maximise opportunities and input, for the delivery of programmes (Interview)
- Ability to work with senior public sector officers, community organisations; develop and maintain effective networks at all levels, establishing personal credibility (Application Form/Interview)
- Proficient in computer skills with a working knowledge of Microsoft Word; Outlook; Microsoft PowerPoint and Excel/Access Databases (Application Form)

GENERAL

Essential criteria

- Willing to be flexible and contribute to the working environment of a small team (Interview)
- Willing to participate in UK/Ireland/European meetings/Conferences or Working Groups as identified (Application Form)
- Demonstrate a commitment to equal opportunities and anti-discriminatory practices (Application Form)
- Willing to be flexible in respect of working hours (Application Form)
- Ability to work within the aims and objectives of Belfast Healthy Cities (Application Form)

The Post holder will be subject to an enhanced Access NI check. Please read Access NI Code of Practice.

Currently all Belfast Healthy Cities staff are working a hybrid model, with office and home based arrangement.