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**JOB DESCRIPTION**

**Job title:** Data and Communications Officer

**Salary**: £11,288

**Hours:** 20

**Duration:** Up to May 2020 (subject to continued funding)

**Location:** Colin, Belfast

**Responsible to:** Local Coordinator

**JOB PURPOSE**

The purpose of the Changing Lives Project is to model and deliver a new intervention focused on the Incredible Years Programme for parents whose children are at risk of an ADHD diagnosis. The Project proposes to reduce the incidence of medication for those children by providing support for parents, and to build more effective links between this approach and statutory services, on a cross-jurisdictional basis (Ireland, Northern Ireland and Scotland). A key approach for the Project and its staff will be to maximise opportunities for cross-jurisdictional collaboration and learning, both within the delivery of the Project and its association with Health & Social Care systems.

**KEY ROLES AND RESPONSIBILITIES**

1. Maintain manual and electronic filing systems for all information relating to project participants with the Project Hub, including registration forms, questionnaires and impact measurement data, and ensure it is fully and accurately completed and securely stored.
2. Take responsibility for ensuring Data Protection training is provided to staff within the Project Hub, and that Data Protection procedures are in place and fully applied by local programme staff at all times.
3. Allocate unique identifiers for each participant on the programme to enable confidentiality of individual’s data, and ensure that these identifiers are applied to all participant documentation.
4. Collate participant impact measurement data on a quarterly basis (or otherwise as required) for analysis, and forward to the Project Manager as well as to relevant local impact measurement processes of the Hub partner (e.g. the Colin Report Card).
5. Work collaboratively with Changing Lives Project staff in all jurisdictions to develop shared communication and information resources and protocols.
6. Engage in training as required on a cross-jurisdictional basis with other Changing Lives Project staff.
7. Disseminate programme publicity materials and information to health and education professionals, voluntary/community organisations, and interested individuals, on both a regular planned and individual response basis.
8. Develop opportunities to promote the role of the Changing Lives programme through local printed and live media.
9. Be responsible for information recording (registration, questionnaires etc.) and publicity/communications around all public awareness raising sessions and events in the Hub area.
10. Provide a ‘front of house’ contact point for the Changing Lives Project within the local community and for all enquiries.
11. Provide administrative support as required for the local Hub project team, and administrative coordination between the local Hub and the wider Changing Lives project team.

**PERSONNEL SPECIFICATION**

**Essential**

1. A minimum of one year’s experience of general office administration responsibilities.
2. A minimum of one year’s experience in a paid role of responsibility for manual and electronic data filing systems, including inputting and manipulation of data.
3. Ability to produce and design communications and promotional outputs as required, using leaflets, flyers, posters etc. as well as social media.
4. Evidence of understanding of confidentiality and data protection requirements, and of a commitment to implementing these to a high standard.
5. Strong verbal and written communication skills, appropriate for representing the programme to both parents and professionals.
6. A clear ability to work both on one’s own initiative and as part of a team, delivering outcomes to a high standard and to deadlines.

**Desirable**

1. Experience of monitoring and updating a website.
2. Experience of delivering training on procedures and policies.
3. Experience of producing press releases or publicity materials for media dissemination.