

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Title:** | Health and Wellbeing Officer |
| **Employer:** | Greater Village Regeneration Trust |
|  |  |
| **Reporting to:** | Director |
|  |  |
| **Salary:** **Term of contract****Hours:****Based at:** | 24,964.00 pro rataFixed term until 31st March 2018 with extension subject to funding 27 per weekGreater Village Regeneration Trust337 Donegall RoadBelfast, BT12 6FQ |
| **Start date:** | As soon as possible following appointment |

**Main duties and responsibilities**

1. The post holder will co-ordinate and deliver a range of health information services and programmes within areas of multiple deprivation across South West Belfast.
2. To facilitate and liaise with sessional staff, local schools, community and voluntary organisations in providing planning and administrative support for programme delivery
3. The post holder will, alongside the Director, play an active role in securing funding to provide services and programmes designed to address the health needs of the communities in South West Belfast.
4. To oversee the general administration of the health facilities.
5. The post holder will design and implement a health programme which will ensure optimum use of the available facilities in a cost effective manner and monitor and report on progress.
6. To represent GVRT on strategic partnerships including South Belfast Health & Well Being Forum.
7. To encourage the use of facilities by disadvantaged groups in accordance with GVRT’s policies & Health Development Plan
8. To prepare all necessary reports and records for GVRT Board of Directors and relevant funding bodies
9. To ensure effective liaison with service users, local groups, sports clubs and appropriate organisations

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and Attainments**  | A degree (or equivalent 3rd level qualification) in a health related subject.**OR**3 years experience which can be proven relevant to the post.  | Mental Health Training ( e.g., Safetalk, Mental Health First Aid), Smoking Cessation Training, Nutrition Training and Drug/Substance abuse awareness training. |
| **Experience** | One years’ experience working in Health DevelopmentOne years’ experience of sourcing, securing and managing small/medium range funding streamsClear knowledge of the current health and wellbeing issues impacting individuals, families and communities within an area of multiple deprivationAn understanding of safeguarding/child protection issues and proceduresCompetent use of Microsoft Office (including word, excel & PowerPoint)  | Proven experience writing reports and budget management. |
| **SKILLS** | * Organisational skills
* Good oral and written communication skills
* Adaptable and able to work under pressure to meet deadlines
 |  |
| **DISPOSITION** | * Ability to work on own initiative
* Meticulous attention to detail
* Ability to work as part of a team
 |  |
| **KNOWLEDGE & VALUES** | * Commitment to collective working and responsibility
* Knowledge of health development policies and models in Belfast & Northern Ireland.
 | * Awareness and understanding of community development issues
 |
| **CIRCUMSTANCES** | * Right to work in the UK
* Willing to work flexible hours, including evening and weekend work
 | * Current, clean driving license and access to personal transport to meet the requirements of the post
 |

**Please Note:**

**IT IS ESSENTIAL THAT APPLICANTS FULLY DESCRIBE IN THE APPLICATION FORM HOW THEY MEET THE EXPERIENCE AND QUALITIES SOUGHT. IT IS NOT APPROPRIATE SIMPLY TO LIST THE VARIOUS POSTS THAT HAVE BEEN HELD. ASSUMPTIONS WILL NOT BE MADE FROM THE TITLE OF POSTING(S) AS TO THE SKILLS AND EXPERIENCE THAT MAY OR MAY NOT HAVE BEEN GAINED.**