**LOWER ORMEAU RESIDENTS ACTION GROUP**

**POST:**  Inner South Healthy Living Centre Co-ordinator

**RESPONSIBLE TO:** LORAG Director of Services

**LOCATION:** Shaftesbury Community & Recreation Centre (HLC)

**HOURS OF DUTY:** 30 hours

**DURATION:** Maternity Cover

**SALARY:** NJC P 03 pt 39 £34,538 ( based on 37.5 hours)

**Main Function**

The Inner South Healthy Living Centre Co-ordinator will develop and implement the Inner South Health Action Plan across Inner South Renewal Partnership. Key tasks will be to develop inter-sectoral partnership working with the Inner South Health projects, to co-ordinate delivery of joint programmes and services involving project staff, volunteers, community groups and statutory health workers.

**Main Duties & Responsibilities**

The Inner South Healthy Living Centre Co-ordinator will work in partnership with the Health Project leads LORAG, DPCF and MDA to ensure the efficient and effective management and development of the Inner South Health Partnership and the Healthy Living Centre aspect of Shaftesbury the HLC, the person appointed will be expected to perform the following duties:

1. **Specific Responsibilities** 
   1. Draw-up, action and review annual Key Performance Indicators in partnership with LORAG outlining measurable targets within the Inner South Neighbourhood Renewal Health Action Plan.
   2. To actively seek and source external funding to assist the implementation of LORAG’s health development plan.
   3. To 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.
   4. To ensure that the facilities/services for which the post holder is responsible operate to the required quality standards.
   5. To represent LORAG on strategic partnerships including, South Belfast Health & Well Being Forum, Active Belfast, South Belfast Development Fund Group, Healthy Living Centre Alliance and Community of Interest Meetings.
   6. To encourage the use of facilities by disadvantaged groups in accordance with LORAG’s policies & Health Development Plan.

**General Responsibilities**

* 1. To lead and motivate employees.
  2. To ensure that the facilities/services for which Inner South Healthy Living Centre provide are to the required quality standards.
  3. To plan, organise and allocate the work of the centre’s workforce to meet the needs of the facility and the objectives of LORAG.
  4. To oversee the general administration of the health facilities and the health development team**.**
  5. To ensure that all activities in the facilities are carried out in accordance with all health and safety legislation.
  6. To prepare all necessary reports and records for the LORAG Board of Directors and relevant funding bodies.
  7. To contribute to staff development and performance standards by identifying training needs and liaising with the LORAG staff and other managers to enhance performance and ensure training needs are met.
  8. To ensure full compliance with legislation, codes of practice and LORAG’s policies and procedures
  9. To develop a culture of customer care, promoting user loyalty for services delivered within the health project.
  10. To ensure effective liaison with service users, local groups, sports clubs and appropriate organisations.
  11. Carry out any other reasonable duties required by the LORAG Board of Directors within the status of the post.
  12. To undertake duties in such a way as to enhance and protect the reputation and public profile of LORAG

***This job description is not regarded as exclusive or exhaustive and may be amended in the light if the changing environment within LORAG***