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**Health Promotion Officer**

**Job Description**

**Job Title:** Health Promotion Officer

**Responsible To:** Keeping Well Services Co-ordinator

**Hours:** 21 per Week

**Contract:** Fixed term contract for 9 months (maternity cover)

**Salary**: S01 / Points 29-34 / £24,892 - £28,922 pro rata

**Overall Purpose of Post**

To provide an extensive range of health promotion services. To work with the Head of Cancer Prevention to plan, implement and evaluate cancer prevention programmes.

**Key Responsibilities:**

* To support the implementation of the department’s strategic plan
* To market the department’s work with relevant professional groups and target audiences
* To review existing resources and co-ordinate the development of a holistic cancer prevention programme
* To plan and implement training for professionals and develop appropriate resources
* To facilitate cancer prevention messages to target groups in a variety of relevant settings, e.g. Keeping Well Service and community settings
* To integrate the department’s work with existing relevant initiatives carried out by the other agencies and partnerships
* To work with the Head of Department to lobby for healthy public policy
* To assist in the evaluation of the department’s work
* To provide regular reports to line management, partners and funders
* To keep accurate records of services provided and numbers accessing these
* To be responsible for co-ordinating, recording and following up for the mobile unit associated with the post
* This work will require some evening/weekend work

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**Communications Officer**

**Person Specification**

This Person Specification sets out the experience, qualifications, skills and qualities which we believe are necessary for this role. Criteria to be used for short-listing are marked “S” and criteria marked “I” will be assessed at interview: your application form should show evidence of how you meet all of the criteria.

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|  | **Essential** | **Desirable** |
| **Experience** | * One year’s experience in health promotion work(**S**) * Experience of partnership working (**S**) * Experience of planning and evaluation (**S**) * Experience of giving oral presentations (**S**) * Experience of networking(**S**) * Experience of facilitating group work(**S**) | * Three years’ experience in health promotion (**S**) * Experience of project management (**S**) * Experience in management of training events (**S**) * Experience of working in the voluntary sector (**S**) * Knowledge of resource development (**S**) * Knowledge and experience in use of Personal Development programmes (**S**) * Experience of working in community development (**S**) |
| **Qualifications** | Postgraduate diploma in Health Promotion (**S**) |  |
|  | **Essential** | **Desirable** |
| **Skills** | * Excellent interpersonal skills with the ability to inspire trust and enthusiasm (**I**) * Ability to manage a complex workload with competing priorities and to work independently(**S**) * Competent user of Microsoft packages, email and internet (**S**) |  |
| **Personal Qualities** | * Enthusiasm, drive and commitment to continuous improvement (**I**) |  |

Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post. Please note this post will involve driving a mobile unit.

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.