



**Temporary Health
Promotion Officer
Information for Applicants**



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Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of **Temporary Health Promotion Officer**.

This role will contribute to the increased awareness, prevention and early detection of chest heart and stroke illnesses in Northern Ireland by inspiring and empowering people to lead healthy and active lives through the provision of high quality, professional and effective health promotion services in a variety of settings.

I believe that in order to make the difference that we do, it is essential to recruit a team of high performing, dedicated staff. In this application pack you can find out more about what it takes to become a key part of the NICHS team.

As a voluntary sector organisation, one of the most important investments we make is in our people.

By embracing the world recognised Investors in People Standard, we have made a commitment to strive towards the very best in people management excellence and to make NICHS a great place to work. We have recently been awarded Investors in People GOLD accreditation. Only 17% of organisations achieve Gold and this accreditation demonstrates the incredible passion and dedication to our work that all of our staff share across the organisation.

We will appoint an individual who possess the skills and qualities that match our values. These values articulate those things that we genuinely believe in, and our Temporary Health Promotion Officer will be a champion for these, and promote them in every aspect of what they do.

Our values are *Compassionate, Courageous, Considerate and Committed*.

For many, this values-driven culture is a key element of what makes NICHS a *special* place to work. People demonstrate how they experience the values personally and strive to act as role models, applying them on a daily basis in their relationships both with service users and colleagues; treating people with dignity and respect; supporting people to be involved in their communities; taking responsibility for actions; and being honest, open and accountable. In short, achieving our charitable aims to the highest possible standard.

Our collaborative working style has brought together staff from across departments, and built a strong sense of team identity.

We are lucky to have attracted and retained a resilient and talented work force, and have many

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long serving members of staff, some who have been with us for more than 30 years: clear evidence that NICHHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

We have developed our new 2023 – 2026 strategic plan in conjunction with our staff, service users past and present, supporters and our Governance Board. This Strategic Plan for 2023 – 2026 will be our roadmap and will guide us as we continue to work tirelessly with our partners and stakeholders to achieve our vision of a healthy Northern Ireland free from chest, heart and stroke illnesses and strive in our mission to prevent chest, heart and stroke conditions and support people affected by them.

<https://nichs.org.uk/about-us/who-we-are>

I would like to thank you for your interest in joining the NICHHS team.

Yours faithfully,



Declan Cunnane

Chief Executive

What We Do

We have been leading the fight against chest, heart and stroke illnesses in Northern Ireland since 1946.



We do this by working across four main areas:

We provide expert **care** and support to anyone living with chest, heart and stroke conditions.

We work to **prevent** these illnesses, by helping detect early signs of chest, heart and stroke illness and empowering individuals to make healthy choices.

We fund **research** to advance how we treat, care for and prevent chest, heart and stroke conditions.

We **campaign** for better care, treatments and awareness of chest, heart and stroke conditions.

As a charity, almost 90% of our work is funded thanks to public donations.





Our Culture

Our **Values** are the principles that drive us, the things that are most important to us, our motivation. They reinforce the way we interact with each other, our volunteers, service users and everyone else. They describe why NI Chest Heart & Stroke is unique, and they help to drive the culture of our organisation.

Our people are actively engaged and are very well supported when they need it. Team members are confident and enthusiastic. Trust and mutual respect are high. People care and depend on each other.

Our people are passionate about delivering high-quality services, which make a difference. They play their part in ensuring a welcoming, friendly, inclusive and supportive working environment. There is a sense of optimism about the future. Team spirit is strong.

“I’m proud to work here ... People are really dedicated”



Our Values



Compassion

We believe that people are at the centre of everything we do. Everyone is equal and should be treated with dignity and respect.

We will be selfless and people centred, showing kindness and concern for everyone we come into contact with.



Commitment

We believe that people have the right to expect services of the highest quality to meet their needs.

We will be dedicated to the success of our charity and continuously improve.



Courage

We believe everyone should feel empowered to make decisions about their own lives.

We will be brave and challenge the status quo.



Considerate

We believe that everyone should be treated as we would expect to be treated ourselves.

We will respect the needs and feelings of other people and try and understand their point of view.



Our Strategic Priorities

We Care

Aim	To offer and deliver exceptional Care Services to meet the needs of people who have chest, heart and stroke illnesses and their carers.
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We Prevent

Aim	To empower people to make healthy lifestyle behaviour changes and reduce their risk of preventable chest, heart and stroke illnesses.
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We Research

Aim	To find better ways to prevent, treat and care for people affected by chest, heart and stroke illnesses.
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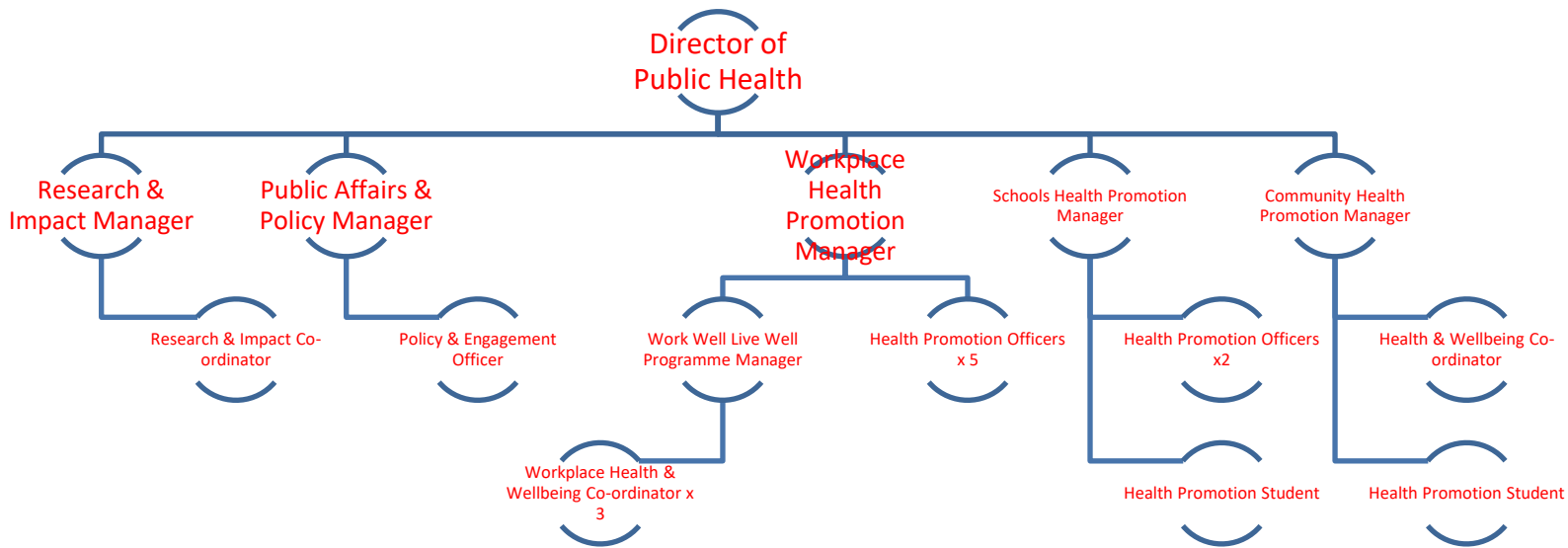
We Campaign

Aim	To make chest, heart and stroke conditions a priority for decision makers
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Our People

Aim	To develop a culture where our people are inspired, developed, supported and proud to work for NICHHS
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The Role

Position: Temporary Health Promotion Officer

Reports to: Workplace Health Promotion Manager

Hours: 35 hours per week

Location: HQ Office (Hybrid working arrangements available)

Salary: £29,269 per annum (NJC Point 18)

Contract: Fixed Term, up to 12 month contract (maternity leave cover)

Probationary period: 6 months

Job Description

This role will contribute to the increased awareness, prevention and early detection of chest heart and stroke illnesses in Northern Ireland by inspiring and empowering people to lead healthy and active lives through the provision of high quality, professional and effective health promotion services in a variety of settings.

The successful candidate will be open to new ways in delivering our health promotion messages and is a team player with an ability to collaborate internally and externally to promote health and tackle health inequalities in relation to chest, heart and stroke conditions.

Main Responsibilities

KEY DUTIES

- 1) Deliver effective health promotion information, activities and programmes to adults and young people in schools, community and workplace settings.
- 2) Deliver face to face and digital health checks for adults in a variety of settings, providing a professional, personal and confidential service.
- 3) Facilitate the development, delivery and review of digital health webinars, talks, workshops, or training for a range of audiences.
- 4) Deliver face to face presentations, talks or workshops for different audiences in different locations.
- 5) Assist or lead in planning, developing, delivering and reviewing new programmes, services and materials in support of achieving the charity's health promotion strategic aims.

- 6) Assist or lead in the evaluation and review of services, materials or programmes.
- 7) Contribute to the production of monitoring, evaluation and audit reports as required.
- 8) Provide follow up support and advice to high risk clients who have been referred to other services (external and internal) and capture results/impact, if appropriate in a sensitive way.
- 9) Develop excellent collaborative working with internal and external colleagues, services and organisations.
- 10) Generate copy and utilise social media to promote Well NI services in line with our policies and plans.
- 11) Creation and presentation of pitches to a range of organisations to generate work.
- 12) Assist or lead in the production and review of health promotion materials, resources and literature, as required and in line with communications processes.
- 13) Achieve KPI's & targets set.

General duties

- 14) Live NICHHS values both internally and externally showing; compassion, courage, consideration and commitment.
- 15) Comply with all NICHHS and Health Promotion policies, processes and procedures when delivering services, complying with but not limited to, health and safety, infection and control, quality standards.
- 16) Collect and input data in line with our impact framework and plans.
- 17) Support or lead HP input into NICHHS and FR campaigns and marketing of services / impact.
- 18) Development, coordination and delivery of projects as assigned by the Manager or Director.
- 19) Undertake administration required in support of the programmes and department including, diary and rota management, stock control and orders, equipment checks and distribution, and supporting marketing of services and production of reports required.
- 20) Deputise for HP managers or other staff at appropriate meetings or events.
- 21) Promote NICHHS brand, services and fundraising opportunities, as appropriate.
- 22) Supervise and support volunteers, health champions and students, if required.
- 23) Ability to travel throughout Northern Ireland and in the UK, if needed.
- 24) Ability to work flexible hours, including evenings and weekends, holidays/sickness as required.
- 25) Keep abreast of progress in your field and be committed to continuous professional development.

The successful candidate should be able to travel as required including infrequent overnight stays and unsociable hours

Person Specification

Criteria	
1. Health degree qualification or professional health or Diploma level qualification or equivalent in a relevant subject	Essential
2. At least one year's experience in the field of health promotion	Essential
3. Excellent communication and interpersonal skills	Essential
4. Proven experience of preparing, delivering and reviewing face to face oral presentations or health talks	Essential
5. Experience and working knowledge of IT (Microsoft packages), including use of presentation and an ability to use other platforms to deliver online talks, services and presentations	Essential
6. Proven experience of data input, collection and production of reports	Essential
7. Proven experience in managing and coordinating projects including excellent prioritisation and time management skills	Essential
8. Valid driving licence and vehicle available for business use	Essential
9. Health promotion / public health qualification	Desirable
10. Proven experience in delivering one to one health checks and services	Desirable
11. Two years' work experience in delivering health promotion services for adults and young people in a range of settings	Desirable
12. Work experience and awareness of health promotion issues in relation to chest, heart and stroke conditions	Desirable
13. Experience of co-producing health promotion information or services, involving people in the design, development, delivery and evaluation of a service or information	Desirable

NICHS reserves the right to upgrade one or more desirable criteria to essential should the volume of applications so warrant.

SUMMARY OF TERMS AND CONDITIONS

Annual Leave: The post-holder will be entitled to 25 days annual leave. This is exclusive of 10 bank and public holidays. The annual leave year runs from 1 April to 31 March.

Pension: Organisation's contributory pension scheme (% employee Contribution will be matched by % employer contribution)

Car Mileage: The post-holder will be reimbursed for any business mileage under the Car Mileage Scheme.

Health Scheme: You will be eligible to join the health scheme provided by the organisation.

Death in Service: You will be eligible to join the death in service scheme provided by the organisation.

References: All offers of employment are subject to two satisfactory written references

All applicants will be required to produce:

Evidence of relevant academic and professional qualifications

Evidence of relevant vehicle documentation

Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.

This job description is not intended to be restrictive or definitive.

It is important to note that the responsibilities if the post may change to meet the requirements of the evolving services that the charity provides.

NICHS is an Equal Opportunities Employer

What we do for you - Our reward statement



Regular 121 Meetings Annual Performance Review

Competitive Salary **Employer Pension Scheme** Access To Financial Adviser

Comprehensive Induction Training **Paid Bank And Public Holidays**

Culture Of Recognition **Job Share** Additional Celebration Days

Pay Increases Linked To NJC – Cost Of Living On The Job Learning

Car Mileage Scheme **Toil & Managed Time**

Attendance At External Seminars And Conferences

Generous Paid Annual Leave Enhanced Sick Pay Part Time Work **Study Leave**

Enhanced Parental Pay Learning & Development Opportunities

Death In Service Plan Occupational Health Service

Bike To Work Scheme Strategy Away Days **Access To Independent Counselling Service 24/7**

Continuing Professional Development **Hybrid Working**

Marriage Leave Compassionate & Bereavement Leave

Long Service Awards Investors In People Silver Accreditation

Family Friendly Leave **Duvet Half Day/ Sunshine Half Day** Incremental Increases To Annual Leave

Reasonable Time Off To Attend Appointments

Access To A Free Health Check Domestic Distress Leave **Flexible Working Hours**

Staff Health And Wellbeing Days Staff Empowerment – Involvement In Decisions And Consultations

Staff Celebration Events **Return To Work Interviews**

How to apply

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHS, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post.
4. PLEASE SHOW CLEARLY IN SECTION 4 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE PERSON SPECIFICATION ENCLOSED.

THE SHORTLISTING PANEL WILL REFER TO THIS SECTION **ONLY** WHEN DECIDING WHETHER YOU HAVE PROVIDED SUFFICIENT EVIDENCE TO DEMONSTRATE THAT YOU MEET THE CRITERIA.

Please do not assume that because you have mentioned something in an earlier section of the form, that the panel will accept this as evidence that you meet the criteria. You must clearly describe in Section 4 the example you are relying on to demonstrate your skills and experience. Your application form will not be shortlisted if you do not describe the specific actions **you** took for each example you cite.

5. Mission and Vision of NICHS

Employees of NICHS must support its Mission and Vision



6. Applications, CV's and attached sheets:

- Applications will only be accepted on the official application form (enclosed)

- Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.
 - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
7. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by Wednesday 25 September.
 8. Application forms received after this time and date will not be accepted.
 9. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.

Completed applications should be returned no later than 12 noon on Wednesday 25 September 2024.

to:

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NI Chest Heart and Stroke
21 Dublin Road
Belfast
BT2 7HB

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