



Health Coordinator

Job Description and Personal Specification

Job Title	Community Health Coordinator
Responsible To	MDA Director, Management Committee and Line Manager
Salary	£33,945 per annum (Gross)
Length of Contract	60 months
Hours	37 hours
Anticipated Start Date	1 st April 2025
Main purpose of job	<p>Supported by the National Lottery Community Fund the Market Development Association are recruiting a Health Coordinator will lead on the creation of a dynamic placed based Health programme within the Market Community. This will include the development of a local health strategy, codesigned alongside residents and stakeholders, and the design and implementation of programmes and projects linked to this. This will include sourcing funding and assistance with development of health capital projects.</p> <p>The post holder will report to the Director, manager and Management Committee in the Market Development Association and will be located full time in MDA offices based in the Market Community Centre.</p>



Summary of work responsibilities and personal duties

- Develop a comprehensive health strategy for the Market Community.
- Organise and coordinate a co-designed, place-based health programmes in line with the vision and needs of residents and stakeholders.
- Coordinate all networks and partnerships relating to the MDA's health work, i.e. local Health Action group, Queen's Communities and Place health work.
- Recruit & coordinate a resident volunteer base to assist in driving the MDA's health work forward.
- Organise and coordinate thematic health education programs in the community i.e. Substance Use education
- Organise health engagement activities like workshops and seminars.
- Maintain external communication channels with MDA, residents, stakeholders and funders (newsletters, social media).
- Coordinate PR for health strand.
- Secure funding to generate the required income stream needed for associated health project & programme work.
- Assist in the development and creation of local health research and associated reports.
- Support development and delivery of Community Wealth Building projects and programmes
- Assist in developing a health sustainability framework linked to larger health capital projects.
- Assist in the design and delivery of the MDA's local community festivals and events.
- Increase the MDA's health work visibility and impact through effective communication.
- Undertake any other relevant duties the MDA feels at any time are required to fulfil the needs of the post.



	Essential	Desirable
Qualifications	<p>Applicants must, at the closing date for receipt of application forms:</p> <ul style="list-style-type: none"> • Have a third level qualification in a relevant discipline. • Be able to demonstrate on the application form, by providing personal and specific examples, at least four year's relevant experience in each area of the experience category. <p>OR</p> <ul style="list-style-type: none"> • Be able to demonstrate on the application form, by providing personal and specific examples, at least five years relevant experience in each area of the experience category. 	
Experience	<ul style="list-style-type: none"> • Planning and implementation of health programs • Facilitating communication among committees or organisations. • Planning and running committee/ group meetings • Monitoring progress and outcomes and reporting this to relevant management and/or committees 	<ul style="list-style-type: none"> • Working at community level to organise & motivate residents • Understanding and experience of how to roll out community health programs • Leading on PR & communication initiatives through social & printed

	<ul style="list-style-type: none"> • Successfully applying for funding & managing Funds and Budgets. • Organising engagement activities like workshops and seminars. • Maintaining external communication channels with service users, partners and funders (newsletters, social media). 	<p>media ie videos, booklets</p>
Aptitudes	<ul style="list-style-type: none"> • Ability to demonstrate knowledge and understanding of working in areas of deprivation and its effects on health • Well-developed leadership and team work qualities. • Ability to use own initiative but can also work well in a team. 	<ul style="list-style-type: none"> • Experience working with a community experiencing the effects of poverty • Displayed leadership in a particular organising role • Ability to face challenging situations and overcome with own initiative
IT Skills	<ul style="list-style-type: none"> • Experience in the use of Microsoft Office and competent in the use of Word, Excel as well as use of email and internet. • Use of tools relating to printed & social media production 	<ul style="list-style-type: none"> • Knowledge and experience of how to write evaluation and monitoring reports to funding bodies
Communication Skills	<ul style="list-style-type: none"> • Ability to motivate and encourage others to take action for a purpose • Ability to express ideas coherently either verbally, written or other relevant formats 	<ul style="list-style-type: none"> • Excellent presentation skills for communication of ideas and plans to residents

Other	<ul style="list-style-type: none">• Ability to work evenings and weekends as required to meet the demands of the job.• Ability to travel to meet the demands of the job.	
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The duties and responsibilities outlined in this job description are not exhaustive and may be subject to change to meet the evolving needs of the organisation. The postholder may be required to undertake additional tasks that are consistent with the nature of the role. Flexibility and a willingness to adapt to changing priorities are essential. This is subject to change at the sole discretion of the organisation.