**Lower Ormeau Residents Action Group**

**Background:** LORAG (Lower Ormeau Residents Action Group) is seeking to recruit an enthusiastic Healthy Living Centre Manager to coordinate Shaftesbury Community and Recreation Healthy Living Centre service delivery for Inner and Wider South Belfast.

The Inner South Healthy Living Centre Manager will oversee the strategic development of the Inner South Health and its projects including planning, development, delivery and monitoring of the work of Inner South Health 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 and to develop an Inner South Health Partnership as an accredited training and social economy organisation.

The Inner South Healthy Living Centre Manager 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 successful candidate will be tasked with growing the services to meet the needs of the area and will be assisted in this task by the wider LORAG teams.

**About LORAG**

LORAG is a needs led community development organisation, founded in 1987 to support the residents and community of the Lower Ormeau. LORAG have managed Shaftesbury Community and Recreation Centre, a council owned facility since 2000, successfully developing and delivering the Centre Health and Wellbeing services to the local and wide communities.

LORAG has undertaken the redevelopment of an additional facility attracting £2.8 million funding to develop the old Lagan Lockhouse as a Healthy Living / Good Relation Hub, Community Garden, Shed, Boat Store and River with river access point. The redevelopment aims to improve on health and good relations through animating the towpath, river and community connection. Providing a wide range of additional opportunities for young people to engage in water-based activities and social economy initiatives. The project is currently under construction and set for completion in 2026

**Healthy Living Centre Manager Job Description**

**Post:** Healthy Living Centre Manager

**Hours:** 37hours per week (Full-time post)

**Holiday:** 25 days pro rata plus public holidays

**Salary:** NJCPO3 SCP 32 –35 £41,511 to £44,711+ 3% Pension

**Duration:** Permanent (subject to funding|). Successful candidate will be required to undertake a 6-month initial probationary period

**Working Pattern:**  Includes evening and weekend working

**Location:** Shaftesbury Community and Recreation Centre, 97 Balfour Avenue

**Responsible to:** Director of Services

**Responsible for:** Centre staff team

**Main Function**

The Inner South Healthy Living Centre Manager will oversee the strategic development of the Inner South Health and its projects including planning, development, delivery and monitoring of the work of Inner South Health 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 and to develop an Inner South Health Partnership as an accredited training and social economy organisation.

**Main Duties & Responsibilities**

The Inner South Healthy Living Centre Manager 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:

**Operational Development**

1. Oversee the development of the Inner South Health Partnership projects including strategic and operational planning.
2. Maintain and develop effective management systems to promote good communication at all levels of the organisation.
3. Ensure that programmes and services are delivered efficiently to the highest quality standards, that they have a beneficial impact on the population and that they respond to identified community need.
4. Provide line management to and appraise the performance of all Health Project Managers and agree similar line management procedures for all health-related staff.
5. Ensure that opportunities are made available for development.
6. In conjunction with the Partner Organisations and representatives from other agencies, facilitate and develop an annual Operational Plan for the implementation of agreed health programmes in the designated areas of benefit.
7. Develop and oversee a marketing strategy for the promotion of the Inner South Health Partnership programmes, activities and events.

**Strategic Development**

1. Develop and maintain cordial and sound professional relationships with the Public Health Agency, Belfast Health Development Unit, Big Lottery Fund and other key stakeholders to effect policy change in favour of healthy living in the areas of benefit.
2. Develop the key social economy aspects of the Shaftesbury the Health Living Centre and the Inner South Health Partnership, enhancing sustainability, including income generation i.e. establish Shaftesbury the Health Living Centre and the Inner South Health Partnership as an accredited training provider and promote the selling of services and programmes to the community, public and private sectors.
3. Work closely at strategic level with key health and other statutory officials.
4. Represent the interests of Shaftesbury the Health Living Centre and the Inner South Health Partnership on external bodies, partnerships and multi-sectoral groups, both locally and regionally, as appropriate.
5. Represent the interests of Shaftesbury the Healthy Living Centre on the Healthy Living Centres Regional Alliance.
6. Represent the interests of Shaftesbury the Health Living Centre and the Inner South Health Partnership in the media and at public events.

**Corporate Functions and Governance**

1. Convene and make detailed written reports to the monthly meeting of LORAG Board of Directors and the Inner South Health Partnership plus any other meetings deemed necessary
2. Convene and report to the LORAG Finance and Employment Sub Group on a regular basis or as deemed necessary.
3. In conjunction with the LORAG Finance and Employment Sub Group, lead in the recruitment, appointment and induction of all Shaftesbury the Health Living Centre and Inner South Health Partnership project staff as well as providing terms and conditions of employment.
4. Ensure that LORAG policies and procedures, including the Staff Hand Book, are up to date, maintained and developed.
5. Ensure that efficient and effective administrative procedures are implemented in relation to financial and other governance matters in accordance with current legislation.
6. Ensure that Health and Safety at Work procedures are in place and maintained providing a safe working environment for all Shaftesbury the Health Living Centre and Inner South Health Partnership project staff.

**Standard Duties**

1. Ensure the proactive and effective control of attendance in accordance with Shaftesbury the Health Living Centre and Inner South Health Partnership.
2. Take such action as may be deemed necessary in grievance and disciplinary matters in accordance with approved policy and procedures.
3. Attend appropriate training and events in order to keep up to date with relevant developments, policy and good management practices.
4. Create and maintain good working relations with Shaftesbury the Health Living Centre and Inner South Health Partnership, Directors and staff, fellow employees and clients.
5. Be accountable for the motivation and morale for all Shaftesbury the Health Living Centre and Inner South Health Partnership project staff.
6. Carry out any other reasonable duties required by the LORAG Board of Directors within the status of the post.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is

expected to promote good relations, equality of opportunity and pay due regard to equality legislation at all times.

**Canvassing**

Canvassing staff or Board members involved in the recruitment process directly or indirectly will result in disqualification.

***Please note: the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria outlined in the attached Person Specification. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.***

**Closing Date for application: Monday 28th April 2.00pm**

Healthy Living Centre Manager Personnel Specification

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| --- | --- | --- |
|  | **Essential** | **Interview/Application** |
| **Qualifications** | | |
| Third level qualification and / or recognised professional qualification in a relevant field\*  **AND**  Three years full time experience of working in the field of health and or community development at a senior level\*\*  **OR**  Five years full time experience working in the field of health and or community development at a senior level\*\* | Essential | Application |
| **Experience** | | |
| Evidence of 3 years’ experience of project development, management & implementation | Essential | Application |
| Clear knowledge of the current health & wellbeing issues impacting individuals, families and communities within an area of multiple deprivation | Essential | Application/ Interview |
| Proven experience in establishing and maintaining collaborative cross sectoral partnerships gaining respect and credibility both internally and externally with partners | Essential | Application/ Interview |
| Proven ability to develop Operational Plans for the implementation of agreed health programmes | Essential | Application |
| Proven experience in the preparation of funding applications and tenders | Essential | Application |
| Proven ability to develop and oversee a marketing strategy for the promotion of HLC programmes, activities and events | Essential | Application |
| Proven experience in maintaining and developing effective management systems designed to promote good communication at all level within an organization | Essential | Application |
| Competent in the use of Microsoft Office suite to include Word, Excel, Access, PowerPoint and Outlook | Essential | Application |
| **Knowledge & Skills** | | |
| Proven self-management skills and the ability to work on own initiative | Essential | Application/ Interview |
| Proven ability to implement and maintain monitoring and evaluation processes | Essential | Application/ Interview |
| Proven financial management aware | Essential | Application/ Interview |
| Proven high level of written and oral communication skills including report writing, presentation skills and the ability to engage key stakeholders | Essential | Application/ Interview |
| **Personal Qualities** | | |
| Commitment to the principle of community led health and wellbeing | Essential | Application/ Interview |
| Able and willing to work flexible hours to meet the objectives of the post | Essential | Interview |
| Willingness to undertake training as and when required | Essential | Interview |
| Conscientious, flexible and reliable | Essential | Application |
| Have a full Driving licence and access to a car\*\*\* | Essential | Application |

\*\*\* This criterion will be waived in the case of a suitable applicant who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.