

**Health Improvement Officer**

**Job Description**

**Job Title:** Health Improvement Officer

**Location:** 40/44 Eglantine Avenue, Belfast, BT9 6DX

**Responsible To:** Health Improvement Manager

**Hours:** 17.5 Hours per Week

**Contract:**  Fixed-Term Contract for 2 Years Starting January 2022

**Salary**: £13,677 - £16,200 per Annum

**Overall Purpose of Post**

To work with the Health Improvement and Community Well-Being Team to plan, implement and deliver health improvement programmes in line with Cancer Focus Northern Ireland’s strategic objectives in terms of health promotion and cancer prevention. A specific aspect of this role will be to develop and undertake a research project around Skin Cancer on a mole mapping pilot in partnership with the South Eastern Trust. Wider aspects of the role include working alongside colleagues to evaluate health improvement services and deliver on key objectives.

**Key Responsibilities:**

* To support the implementation of Cancer Focus NI’s Strategic Plan in terms of health improvement and community well-being.
* To market Cancer Focus NI’s work with relevant professional groups and target audiences.
* To develop and undertake a research project on the Mole Mapping pilot in partnership with the South Eastern Trust.
* To contribute to the delivery of the Skin Cancer Prevention Strategy in conjunction with external agencies and partnerships.
* To review existing resources and develop new resources as required.
* To facilitate cancer prevention messages, primarily Skin Cancer and early detection to target groups in a variety of relevant settings e.g. community settings, professional groups, etc.
* To integrate health improvement work with existing relevant initiatives carried out by the other agencies and partnerships.
* To work with Senior Management to lobby for healthy public policy.
* To assist in the evaluation of health improvement and community well-being work whilst capturing the end user’s voice in order to inform future service provision.
* To provide regular reports to line management, partners and funders.
* To keep accurate records of services provided and numbers accessing these.
* To liaise with colleagues in the Communications Team and external partners to increase visibility of health improvement work across various media platforms.
* To collect case studies that will help support positive health outcomes associated with health improvement work.

**General:**

* To attend and input into team meetings and cross departmental meetings were appropriate.
* This role will require some evening / weekend work.
* To undertake any other duties as may reasonably be required.



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Person Specification

The Person Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all of your experience, whether in paid employment or on a voluntary basis.

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|  | **Essential** | **Desirable** |
| **Experience** | * One years’ experience in health promotion work * Experience of developing and carrying out research * Experience of partnership working * Experience of planning and evaluation * Experience of giving oral presentations * Experience of networking | * Three years’ experience in health promotion * Experience of project management * Experience in management of training events * Experience of working in the voluntary sector * Knowledge of resource development * Knowledge and experience in use of Personal Development Programmes * Experience of working in community development |
| **Qualifications** | * Postgraduate diploma in Health Promotion or equivalent | * MSc in Health Promotion or Public Health * Research qualification |
| **Skills** | * Excellent interpersonal skills with the ability to inspire trust and enthusiasm * Ability to manage a complex workload with competing priorities and to work independently * Competent user of Microsoft packages, email and internet * Applicants will hold a full, current driving licence and have access to the use of a car or some other |  |
|  | **Essential** | **Desirable** |
| **Skills** | appropriate form of transport to carry out the duties of the post   * Availability to work evenings / weekends |  |

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.