

## Job Description

<b>Job Title:</b>	Health Promotion Officer
<b>Responsible To:</b>	Keeping Well Service Co-ordinator
<b>Accountable To:</b>	Community Wellbeing Manager
<b>Location:</b>	Remotely based with specific focus on Fermanagh / Tyrone
<b>Hours:</b>	35 Hours per Week
<b>Salary:</b>	£27,344 - £29,439

### Summary of Responsibilities

To provide health promotion and education support across a range of community-based settings with a primary focus on expanding CFNI's geographical footprint in the Fermanagh / Tyrone localities. This includes providing health checks on mobile health units as well as information sessions to a variety of key target groups. To work with the Community Well-Being and Health Improvement Team to plan, implement and evaluate health improvement initiatives and support strategic objectives in terms of health promotion and cancer prevention.

### Key Responsibilities

#### Specific duties include:

- To support the implementation of Cancer Focus NI's Strategic Plan in terms of health improvement and community well-being.
- To engage with local businesses and communities in the Fermanagh & Tyrone localities in order to improve CFNI's regional reach in line with the strategic plan.
- To market Cancer Focus NI's work with relevant professional groups and target audiences.
- To assist in the development of the CFNI Regional Cancer Support Centre in Enniskillen.
- To quality assure and maintain service standards and make recommendations to improve the quality of service provision.
- To review existing resources and co-ordinate the development of holistic health improvement and community well-being programmes.
- To plan and implement training for professionals and develop appropriate resources.
- To facilitate health improvement messages to target groups in a variety of relevant settings e.g. Keeping Well Service and community settings.
- 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 be responsible for co-ordinating, recording and following up for the mobile unit associated with the post.
- To ensure robust risk assessments and health and safety specifications are in place when working in external settings.
- To ensure Adult Safeguarding procedures are in place and reporting structures established.
- To liaise with the Communications Department to increase the visibility of the department's work across various media platforms.
- To collect case studies that will help support positive health outcomes associated with the department's work.
- To undertake any other duties as may reasonably be required.
- This work will require some evening / weekend work.

#### **General:**

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

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.

## 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 your experience, whether at work or on a voluntary basis.

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• One years' experience in health promotion</li> <li>• Experience of partnership working</li> <li>• Experience of planning and evaluation</li> <li>• Demonstrate good communication skills - both verbal and written</li> <li>• Experience of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Oral presentation</li> <li><input type="checkbox"/> Networking</li> <li><input type="checkbox"/> Facilitating group work</li> </ul> </li> <li>• Evidence of ability to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Three years' experience in health promotion</li> <li>• Experience of project management</li> <li>• Experience in management of training events</li> <li>• Experience of working in the voluntary sector</li> <li>• Knowledge of resource development</li> <li>• Knowledge and experience in use of Personal Development programmes</li> <li>• Experience of working in community development</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Post-graduate diploma in Health Promotion</li> </ul>	<ul style="list-style-type: none"> <li>• MSc in Health Promotion or Public Health</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to inspire trust and enthusiasm</li> <li>• Ability to manage a complex workload with competing priorities and to work independently</li> <li>• Competent user of Microsoft packages, email and internet</li> <li>• Hold a full, current driving licence and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post (this post will involve driving a mobile unit)</li> <li>• Availability to work evenings / weekends</li> </ul>	

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.

If you would like to apply for this role, please submit an up-to-date copy of your CV to: [hradmin@cancerfocusni.org](mailto:hradmin@cancerfocusni.org) before the closing date/time of **12 noon, Friday 16<sup>th</sup> June 2023.**