

## Job Description

<b>Job Title:</b>	Keeping Well Service Co-Ordinator
<b>Responsible To:</b>	Community Well-Being Manager
<b>Location:</b>	Belfast Based with Some Travel
<b>Hours:</b>	28 Hours per Week – commencing September 2023
<b>Salary:</b>	£30,151 - £32,020 pro-rata

### Overall Purpose of Post:

The Keeping Well Service Co-Ordinator is responsible for the strategic oversight and management of Cancer Focus Northern Ireland's (CFNI) Keeping Well Service (KWS).

This role involves the operational line management, development and support of Health Promotion staff, whilst also ensuring the experience of service users is captured in order to influence future service provision.

The post holder will also be committed to the ongoing continuous improvement and development of the KWS. The main aim of which will be to provide robust health checks and informative health promotional advice to improve the physical health of the local population, with particular focus on the prevention and early diagnosis of cancer.

The post holder will also have the remit of scaling up and improving the regionalisation of this essential service across the various Northern Ireland Trust areas.

### Key Responsibilities:

#### Service Management

- To be responsible for the day-to-day management of the KWS
- To foster and maintain friendly, professional and supportive working relationships with local businesses, community organisations and key statutory stakeholders.
- To provide a friendly and professional experience regarding KW service bookings and enquiries.
- To work with Health Promotion Officers and Cancer Prevention Nurses to manage availability and allocate service bookings.
- To keep accurate records of service provision, uptake and progression towards agreed performance targets.
- Liaising with CFNI's Communications Department to increase the visibility of the service through social media outlets.
- To manage aspects of the KWS budget and ensure compliance with expenditure.
- To provide regular reports to line management.

### **Service Development**

- To promote the work of the KWS across the region and build upon existing partnerships.
- To establish strategic links and key points of contact within the business, community and statutory sectors.
- To create new initiatives with partner organisations and other agencies for KWS activity.
- To oversee the provision of cancer prevention talks, messaging, programmes, workshops to target populations, whilst establishing new evidence based programmes of work where possible.
- Co-create health fairs and networking events with relevant partners.

### **Staff Management**

- To work with KW staff to identify, create and agree achievable targets, aims and objectives.
- To work with the HPOs to ensure the KW service continues to operate at a high capacity and equipment is maintained to a high standard.
- To plan and implement training when needed, incorporating appropriate resources.
- To induct new staff in line with CFNI's policies and procedures.
- To provide ongoing effective support and guidance to the KW team.

### **Service Evaluation and Quality Assurance**

- To quality assure and maintain service standards and make recommendations to improve the quality of service provision.
- To ensure robust risk assessments and health and safety specifications are in place inclusive of evidence of KW maintenance.
- To ensure Adult Safeguarding procedures are in place and reporting structures established.
- To review current evaluation tools to accurately assess the service users experience and develop processes to measure progress against service outcomes.
- To support collection of case studies to ensure service users' views help to inform future service provision and influence wider strategic objectives.
- To ensure KW staff are adequately supported and the service complies with good practice in terms of Access NI checks, training and staff development.

### **Securing Funding and Service Sustainability**

- To support the Community Well-Being Manager with the strategic development of the KWS, including increasing service provision across the region.
- To market the work of the KWS with relevant professional groups, funding organisations and target audiences.
- To assist with the sustainability of the KWS, including assisting with funding applications, assisting with tenders, liaising with procurers of services and assisting fundraising with approaches to corporate partners.
- To support the planning and development of the infrastructure of CFNI's Community and Well-Being Services Team in line with increased services.

### **General**

- To input into the wider work of the CWB team and Services Department.
- To attend and input into team meetings and cross departmental meetings where appropriate.
- This work will require some evening / weekend work.
- To undertake any other duties as may reasonably be required.

## 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>• Two years' experience of project management.</li> <li>• Experience of partnership working</li> <li>• Experience of planning and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate experience of managing project budgets, including effective budgetary control and completion of project returns.</li> <li>• Experience of programme development.</li> <li>• Three years experience of working in a health related discipline.</li> <li>• Experience of working in the voluntary sector.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Post graduate diploma in Health Promotion</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Hold a full current driving licence and have access to the use of a car or some other form of appropriate form of transport.</li> <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>• Ability to show initiative</li> <li>• Competent user of Microsoft packages, email and internet</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm, drive and commitment to continuous improvement</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: [hadmin@cancerfocusni.org](mailto:hadmin@cancerfocusni.org) before the closing date/time of **12 noon, Friday 16<sup>th</sup> June 2023**