

**Title:** Health Programme Officer

**Reports to:** Health & Wellbeing Programme Manager

**Contract type:** Fixed term contract

**Location:** Athy

County Kildare LEADER Partnership, CKLP, in partnership with the HSE Sláintecare Healthy Communities Initiative implements a suite of evidence-based health and wellbeing services within Athy Municipal District with the objective of balancing health inequalities across the area. Included in these initiatives are *Healthy Food Made Easy (HFME)*, *Cool Dudes (CD)* and *We Can Quit (WCQ, smoking cessation)* programmes.

**What we are looking for:**

We currently have an open Health Programmes Officer position. The successful candidate will drive the above programmes, ensuring the effective, efficient management and coordination of a comprehensive programme of activities that promote positive health and wellbeing in a community-based setting using community development approaches and practice. The role requires someone who is energetic, hands-on and passionate about empowering and supporting people to address health and wellbeing needs such as those related to food poverty and healthy lifestyles.

**What you will do: Role and key responsibilities –**

- The Health Programmes Officer will oversee the facilitation and development of all programmes and services operating under the Sláintecare Healthy Communities initiative.
- Identify emerging health needs of target groups within the area, responding to these health needs utilizing funding to curate appropriate initiatives. This includes facilitating group sessions and workshops.
- Coordinate the recruitment and support of new and existing peer facilitators for HFME, CD and WCQ programmes.
- Recruit participants for all HFME, CD and WCQ programmes.
- Build on existing relationships with community members, other organisations and statutory bodies such as the HSE.
- Ensure annual KPI's are met in terms of both the engagement and quality of programmes offered.
- Evaluate programs in terms of outputs and outcomes, providing a qualitative and quantitative progress report to the Health & Wellbeing Programme Manager as well as to the HSE to measure programme impact as well as inform future planning.
- Promotion of the SHC programs in the catchment area using a range of outreach strategies.
- Signpost programme participants to other health, employment, education and community supports as appropriate both within CKLP and externally.

**Reporting**

- Maintain quarterly schedules of the programmes
- Record evaluations
- Provide quarterly reports regarding the various programmes, attendance, finance etc.
- Provide bi-annual report regarding programme targets/plans and expenditure
- Liaise with the Community Dietitians & Dietitian Manager

- **Administration**

- Track and maintain programme expenditure to include peer facilitators expenditure
- Oversee peer facilitators payments for delivery of workshops and programmes
- Invoice Host Groups and ensure payments are received
- Keep records of SHC overall income and expenditure

- **Collaborating**

- Attend meetings and provide feedback on the SHC
- Participate in the Health & Wellbeing Team and attend meetings to share learning and identify joint initiatives
- Liaise with wider staff team within CKLP
- Liaise with external stakeholders, building relationships where required

**General**

- This is not an exhaustive list of duties and responsibilities, and the person may be required to undertake other duties, in discussion with their line manager.

**Who you are:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>TRAINING &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A minimum of a QQI level 7 qualification in a relevant discipline e.g. Health Promotion, Nutrition or Community Work.</li> <li>• Full &amp; current driver's license</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in the HFME Programme</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience delivering training / workshops to adults and children in community settings</li> <li>• Experience coordinating activities in a community setting</li> <li>• Experience of successfully helping people to make changes in their lives that affect their health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of partnership working, inter-agency collaboration, negotiation and liaison with other organisations</li> <li>• Experience in working with (peer) facilitators</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of issues and principles of delivering training in community settings (adult education, community development)</li> <li>• Knowledge and understanding of community development</li> <li>• Excellent Facilitation skills</li> <li>• Strong administration and reporting skills</li> </ul>	<ul style="list-style-type: none"> <li>• Report writing skills</li> <li>• Knowledge of nutrition and health promotion / healthy lifestyles</li> <li>• Knowledge of funding applications</li> </ul>
<b>COMMUNICATION INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• PR and Marketing Skills</li> <li>• Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to create attractive promotional materials, update social media</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to be innovative and be resourceful</li> <li>• Ability to show sensitivity towards participants' needs and empower them to make changes</li> <li>• Ability to use independent judgment and to manage and impart confidential information.</li> <li>• Strong verbal and written communication skills and the ability to present effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Have an understanding of barriers to making health and lifestyle changes</li> </ul>
<p><b>SPECIAL REQUIREMENTS FOR THIS POSITION</b></p>	<ul style="list-style-type: none"> <li>• Working some unsocial hours may be required</li> </ul>	

**What we offer:**

- Salary €43,152
- Annual leave: 21 days annual leave per year pro rata, with an increase of one day leave each year up to a maximum annual leave allowance of 25 days per annum
- PRSA: Option to join the organization's PRSA scheme after successful completion of probation. Auto-enrolment in My Future Fund may apply from 01<sup>st</sup> January 2026.
- Flexible working practices
- Training and Development opportunities
- Employee Assistance Programme
- Open culture encouraging interaction and sharing of ideas and opinions
- Opportunity to apply for up to two days' remote working as per CKLP policy.

Application is by means of a CV and letter of application to [Olivia@countykildarelp.ie](mailto:Olivia@countykildarelp.ie).

Reference: Health Programme Officer Application. Job description is available at [www.countykildarelp.ie](http://www.countykildarelp.ie).