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**Kildare Healthy Ireland Co-Ordinator**

**Job Specification May 2021**

1. **Context**

County Kildare LEADER Partnership are the host organisation for the employment of the Healthy Ireland Co-ordinator in Kildare. The Healthy Ireland programme in Kildare is overseen by Kildare Local Community Development Committee (LCDC) with Kildare County Council as financial partner and contract holder.

Funding for Heathy Ireland Round 3 was secured following an application by Kildare Local Community Development Committee (LCDC) and Kildare Children and Young People’s Services Committee (CYPSC).

Healthy Ireland Round 3 commenced in January 2020 and is scheduled to end in December 2021. The overall purpose of the funding is to support innovative, cross-sectoral, evidence-based projects and initiatives that support the implementation of key national policies in areas such as obesity, smoking, alcohol, physical activity, and sexual health. There is currently €374,100 allocated to this programme in Kildare. The funding is approved by Pobal and there are nine areas of work which are led by project partners. These include programmes to promote physical activity, mental health, alcohol awareness and nutrition.

The employment of a Co-ordinator is a key requirement of the Healthy Ireland programme. In addition to this role the Co-ordinator will support health and wellbeing initiatives under aligned funding streams including the Community Resilience Fund and Sláintecare *Healthy Communities Initiative: Implementing An Areas Based Population Needs Approach initiative* are supported by the Healthy Ireland Co-ordinator.

Applications are currently being sought from suitable candidates to carry out the role of Kildare Healthy Ireland Co-ordinator. This post will be hosted and employed by County Kildare LEADER Partnership, a key partner of the Healthy Ireland programme in Kildare. The post will line managed by Kildare County Council LCDC Co-ordinator.

1. **Role**

The primary aspects to the role are outlined as follows:

**National**

* Represent Kildare at Healthy Ireland events, and participate in relevant training organised by Pobal/Dept of Health
* Progress Kildare’s participation in the Healthy Cities and Counties network
* Keep abreast of national and international best practice to inform the work in Kildare.

**Local**

* Engage with Kildare County Council, organisations involved with Kildare LCDC, Kildare CYPSC, and other key stakeholders to ensure that Healthy Ireland is fully engaged with, and considered as part of, relevant planning and programme development.
* Lead and oversee the implementation of Kildare Healthy Ireland actions HI 3.
* Work with project partners to ensure that the agreed actions are implemented in line with the agreed application.
* Ensure that the development of the proposed Kildare Healthy Ireland Plan commences and is completed in 2021 with the findings informing key policies and other planning processes including the Local Economic Community Plan
* Monitor and review progress of Healthy Ireland 3, Community Resilience Fund, and other associated projects.
* Promote the initiatives within County Kildare amongst the local community, key target groups, state agencies, voluntary organisations, local businesses, and elected representatives.
* Ensure that Healthy Ireland merchandising is procured and distributed as planned.
* Support the LCDC/CYPSC Healthy Ireland sub-group to carry out their oversight role.
* Support the establishment and work of Sláintecare under the new initiative expected for the county in Athy.
* Identify opportunities for collaboration at local, regional, and national levels including opportunities for match funding and resourcing.
* Support the preparation and development of the submission for Healthy Ireland 4 if required.

**Reporting**

* Work with project partners to ensure that they are aware of and fulfil their reporting requirements.
* Ensure that all non-financial and financial reports are submitted to Pobal/Department on time. This includes reporting requirements for Healthy Ireland 3, Community Resilience Fund and Sláintecare
* Prepare short report updates for all LCDC and CYPSC meetings

**Governance**

* Ensure that all documents are stored and filed in line with programme and best practice requirements.
* Ensure that all audit requirements can be fulfilled.
* Lead and support the work of the joint LCDC/CYPSC Healthy Ireland sub-group.
1. **Skills and Knowledge**

The following skills are required for the post.

* Relevant third level qualification e.g., health promotion, education, community development, public health, social care
* Excellent communication skills, including use of social media to promote programmes.
* Ability to negotiate and handle difficult situations.
* Excellent administration and report writing skills.
* Financial management skills and reporting on budgets
* Data management and IT skills.
1. **Previous Experience**
* A background and prior work experience in community development, social sciences or in other fields where social relationships are of utmost importance.
* An understanding and experience of working in socially disadvantaged communities and socially excluded groups.
* Experience of working collaboratively across statutory, community/voluntary and volunteer led organisations.
* Experience in reporting to Pobal is desirable.
1. **Management and Reporting**

The successful applicant will be employed on a hosted arrangement by County Kildare LEADER Partnership. County Kildare LEADER Partnership will retain the HR management function for this post. Operational, day to day line management and reporting will be to the Kildare LCDC Co-ordinator. The Co-ordinator will be a member of the Co-ordination staff group of County Kildare LEADER Partnership to support internal and external networking.

1. **Driver’s License**

The successful applicant must hold a full clean driver’s licenceand have their own transport.

1. **Terms of the Post**

This post is currently funded until December 31st, 2021. A fixed term contract of employment will be offered to the successful candidate. The contract will be part time (28 hours per week) and the salary will be within a scale of €35,977- €39,166 (pro rata) based on experience.

A panel maybe formed, should further vacancies become available.

1. **Application Procedure**

Applicants are invited to submit a comprehensive Curriculum Vitae accompanied by a cover letter outlining the skills and experiences of the applicant to fit with the post (no more than 700 words) **by email only** marked **Confidential Kildare Healthy Ireland Co-ordinator** to: **caroline@countykildarelp.ie**

The closing date for receipt of applications is **Monday 14th June at 5pm.**

Secondment arrangements maybe considered.

***Please note that late, postal or hand delivered applications will not be accepted.***

Interviews are scheduled to take place week commencing June 21st, 2021.