



Health Promotion Officer Information for Applicants



Contents

Welcome from our CEO

Background Information

Department Structure

The Role

Person Specification

What we do for you

How to apply



Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of **Health Promotion Officer**

I believe that in order to make the difference that we do, it is essential to recruit a team of high performing, dedicated staff. In this application pack you can find out more about what it takes to become a key part of the NICHHS team.

This position plays a crucial role in enhancing awareness, preventing and detecting chest, heart, and stroke illnesses in Northern Ireland. The primary objective is to inspire and empower individuals to lead healthy, active lives by delivering high quality and evidence-based health promotion services across various settings.

As a voluntary sector organisation, one of the most important investments we make is in our people.

By embracing the world recognised Investors in People Standard, we have made a commitment to strive towards the very best in people management excellence and to make NICHHS a great place to work. We have recently been awarded Investors in People GOLD accreditation. Only 17% of organisations achieve Gold and this accreditation demonstrates the incredible passion and dedication to our work that all of our staff share across the organisation.

We will appoint an individual who possess the skills and qualities that match our values. These values articulate those things that we genuinely believe in, and our Health Promotion Officer will be a champion for these, and promote them in every aspect of what they do.

Our values are *Compassionate, Courageous, Considerate and Committed*.

For many, this values-driven culture is a key element of what makes NICHHS a *special* place to work. People demonstrate how they experience the values personally and strive to act as role models, applying them on a daily basis in their relationships both with service users and colleagues; treating people with dignity and respect; supporting people to be involved in their communities; taking responsibility for actions; and being honest, open and accountable. In short, achieving our charitable aims to the highest possible standard.

Our collaborative working style has brought together staff from across departments, and built a strong sense of team identity.

We are lucky to have attracted and retained a resilient and talented work force, and have many long serving members of staff, some who have been with us for more than 30 years: clear

evidence that NICHHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

We have developed our new 2023 – 2026 strategic plan in conjunction with our staff, service users past and present, supporters and our Governance Board. This Strategic Plan for 2023 – 2026 will be our roadmap and will guide us as we continue to work tirelessly with our partners and stakeholders to achieve our vision of a healthy Northern Ireland free from chest, heart and stroke illnesses and strive in our mission to prevent chest, heart and stroke conditions and support people affected by them.

<https://nichs.org.uk/about-us/who-we-are>

I would like to thank you for your interest in joining the NICHHS team.

Yours faithfully,



Declan Cunnane

Chief Executive

What We Do

We have been leading the fight against chest, heart and stroke illnesses in Northern Ireland since 1946.



We do this by working across four main areas:

We provide expert **care** and support to anyone living with chest, heart and stroke conditions.

We work to **prevent** these illnesses, by helping detect early signs of chest, heart and stroke illness and empowering individuals to make healthy choices.

We fund **research** to advance how we treat, care for and prevent chest, heart and stroke conditions.

We **campaign** for better care, treatments and awareness of chest, heart and stroke conditions.

As a charity, almost 90% of our work is funded thanks to public donations.





Our Culture

Our **Values** are the principles that drive us, the things that are most important to us, our motivation. They reinforce the way we interact with each other, our volunteers, service users and everyone else. They describe why NI Chest Heart & Stroke is unique, and they help to drive the culture of our organisation.

Our people are actively engaged and are very well supported when they need it. Team members are confident and enthusiastic. Trust and mutual respect are high. People care and depend on each other.

Our people are passionate about delivering high-quality services, which make a difference. They play their part in ensuring a welcoming, friendly, inclusive and supportive working environment. There is a sense of optimism about the future. Team spirit is strong.

“I’m proud to work here ... People are really dedicated”



Our Values



Compassion

We believe that people are at the centre of everything we do. Everyone is equal and should be treated with dignity and respect.

We will be selfless and people centred, showing kindness and concern for everyone we come into contact with.



Commitment

We believe that people have the right to expect services of the highest quality to meet their needs.

We will be dedicated to the success of our charity and continuously improve.



Courage

We believe everyone should feel empowered to make decisions about their own lives.

We will be brave and challenge the status quo.



Considerate

We believe that everyone should be treated as we would expect to be treated ourselves.

We will respect the needs and feelings of other people and try and understand their point of view.



Our Strategic Priorities

We Care

Aim	To offer and deliver exceptional Care Services to meet the needs of people who have chest, heart and stroke illnesses and their carers.
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We Prevent

Aim	To empower people to make healthy lifestyle behaviour changes and reduce their risk of preventable chest, heart and stroke illnesses.
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We Research

Aim	To find better ways to prevent, treat and care for people affected by chest, heart and stroke illnesses.
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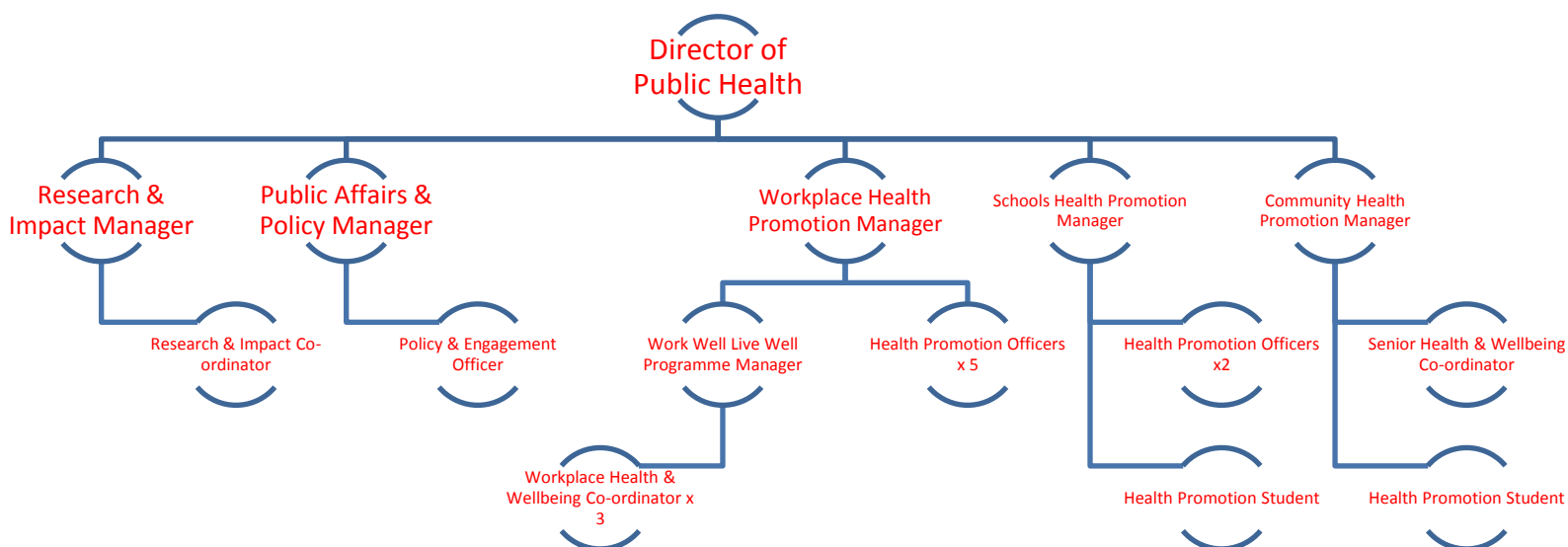
We Campaign

Aim	To make chest, heart and stroke conditions a priority for decision makers
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Our People

Aim	To develop a culture where our people are inspired, developed, supported and proud to work for NICHHS
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The Role

Job Title: Health Promotion Officer

Reports to: School Health Promotion Manager

Hours per week: Full time 35 hours per week, Mon - Fri

Location: NICHHS HQ, 21 Dublin Road, Belfast (Hybrid working arrangements available)

Salary: £29, 269 NJC Scale Point PT 18

Contract: Full Time, Permanent

This position plays a crucial role in enhancing awareness, preventing and detecting chest, heart, and stroke illnesses in Northern Ireland. The primary objective is to inspire and empower individuals to lead healthy, active lives by delivering high quality and evidence-based health promotion services across various settings. The successful candidate will be based within the Schools Team, delivering services primarily to children and young people, but you will also deliver services to other audiences too. Strong teamwork skills are essential, as the role involves internal and external collaboration to promote health and address health inequalities related to chest, heart, and stroke conditions.

KEY DUTIES

- 1) Deliver effective health promotion information, activities and programmes to young people in schools and adults in community and workplace settings.
- 2) Deliver the Well Schools programme (primary and post-primary) including delivery of interactive sessions such as physical activity, healthy eating, and vaping/smoking workshops.
- 3) Deliver face to face health checks for adults in a variety of settings, providing a professional, personal and confidential service.
- 4) Facilitate the development, delivery and review of digital health webinars, talks, workshops, or training for a range of audiences.
- 5) Deliver face to face presentations, talks or workshops for different audiences in different locations
- 6) Assist the project lead in planning, developing, delivering, and reviewing new programmes, services and materials in support of achieving the charity's health promotion strategic aims, mission and vision
- 7) Assist or lead in the evaluation and review of services, materials or programmes

- 8) Produce monitoring, evaluation, and audit reports for your manager, as required.
- 9) Provide follow up support and advice to high risk clients who have been referred to other services (external and internal) and capture results/impact, if appropriate, in a sensitive way.
- 10) Develop excellent collaborative working with internal and external colleagues, services and organisations.
- 11) Generate copy and utilise social media to promote Well NI services in line with our communication policies procedures and plans.
- 12) Create and present pitches to a range of organisations to generate work, as agreed with your manager.
- 13) Assist or lead in the production and review of health promotion materials, resources and literature, as required and in line with communications processes.
- 14) Achieve KPI's & targets set.

General duties

- 15) Live NICHHS's values both internally and externally showing; compassion, courage, consideration and commitment.
- 16) Comply with all NICHHS and Health Promotion policies, processes and procedures when delivering services, complying with but not limited to, health and safety, infection, and control, quality standards.
- 17) Collect and input data in line with our impact framework and plans and produce report, as required.
- 18) Support or lead HP input into NICHHS and FR campaigns and marketing of services / impact.
- 19) Development, coordination and delivery of projects as assigned by the Manager or Director.
- 20) Undertake administration required in support of the programmes and department including, diary and rota management, stock control and orders, equipment checks and distribution, and supporting marketing of services and production of reports required.
- 21) Deputise for HP managers or other staff at appropriate meetings or events.
- 22) Promote NICHHS brand, services and fundraising opportunities, as appropriate
- 23) Supervise and support volunteers, health champions and students, if required.

- 24) Ability to travel throughout Northern Ireland and in the UK, if needed.
- 25) Ability to work flexible hours, including evenings and weekends, or cover for holidays/sickness as required.
- 26) Keep abreast of progress in your field and be committed to continuous professional development.

Person Specification

Essential	
	1. A Degree in a health related discipline or a professional health qualification or a post-graduate Diploma in a health subject or equivalent in a relevant subject
	2. At least one year's experience in delivering health promotion services or one years' experience of working with young people
	3. Excellent communication and interpersonal skills
	4. Proven experience of preparing, delivering and reviewing face to face oral presentations or health talks
	5. Experience and working knowledge of IT (Microsoft packages), including use of presentation and an ability to use other platforms to deliver online talks, services and presentations
	6. Proven experience of data input, collection and production of reports
	7. Proven experience in managing and coordinating projects including excellent prioritisation and time management skills
	8. Valid driving licence and vehicle available for business use
Desirable	1. Masters in Health promotion or in public health or a related health discipline
	2. Two years' work experience in delivering health promotion services for adults and young people
	3. Proven experience in delivering one to one health checks and services
	4. Experience of working in a Health Promotion role, dealing with issues relating to chest, heart and stroke conditions

It is a requirement of the role that the post holder is prepared to travel as required including infrequent overnight stays and unsociable hours

SUMMARY OF TERMS AND CONDITIONS

Annual Leave: The post-holder will be entitled to 25 days annual leave. This is exclusive of 10 bank and public holidays. The annual leave year runs from 1 April to 31 March.

Pension: Organisation's contributory pension scheme (% employee Contribution will be matched by % employer contribution)

Car Mileage: The post-holder will be reimbursed for any business mileage under the Car Mileage Scheme.

Health Scheme: You will be eligible to join the health scheme provided by the organisation.

Death in Service: You will be eligible to join the death in service scheme provided by the organisation.

References: All offers of employment are subject to two satisfactory written references

All applicants will be required to produce:

Evidence of relevant academic and professional qualifications

Evidence of relevant vehicle documentation

Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.

This job description is not intended to be restrictive or definitive.

It is important to note that the responsibilities of the post may change to meet the requirements of the evolving services that the charity provides.

NICHS is an Equal Opportunities Employer

What we do for you - Our reward statement



Regular 121 Meetings Annual Performance Review

Competitive Salary **Employer Pension Scheme** Access To Financial Adviser

Comprehensive Induction Training **Paid Bank And Public Holidays**

Culture Of Recognition **Job Share** Additional Celebration Days

Pay Increases Linked To NJC – Cost Of Living On The Job Learning

Car Mileage Scheme **Toil & Managed Time**

Attendance At External Seminars And Conferences

Generous Paid Annual Leave Enhanced Sick Pay Part Time Work **Study Leave**

Enhanced Parental Pay Learning & Development Opportunities

Death In Service Plan Occupational Health Service

Bike To Work Scheme Strategy Away Days **Access To Independent Counselling Service 24/7**

Continuing Professional Development Marriage Leave **Hybrid Working**

Long Service Awards Compassionate & Bereavement Leave

Investors In People Silver Accreditation

Family Friendly Leave **Duvet Half Day/ Sunshine Half Day** Incremental Increases To Annual Leave

Reasonable Time Off To Attend Appointments

Access To A Free Health Check Domestic Distress Leave Flexible Working Hours

Staff Health And Wellbeing Days Staff Empowerment – Involvement In Decisions And Consultations

Staff Celebration Events Return To Work Interviews

How to apply

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHHS, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post.
4. PLEASE SHOW CLEARLY IN SECTION 4 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE PERSON SPECIFICATION ENCLOSED.

THE SHORTLISTING PANEL WILL REFER TO THIS SECTION **ONLY** WHEN DECIDING WHETHER YOU HAVE PROVIDED SUFFICIENT EVIDENCE TO DEMONSTRATE THAT YOU MEET THE CRITERIA.

Please do not assume that because you have mentioned something in an earlier section of the form, that the panel will accept this as evidence that you meet the criteria. You must clearly describe in Section 4 the example you are relying on to demonstrate your skills and experience. Your application form will not be shortlisted if you do not describe the specific actions **you** took for each example you cite.

5. Mission and Vision of NICHHS

Employees of NICHHS must support its Mission and Vision



6. Applications, CV's and attached sheets:

- Applications will only be accepted on the official application form (enclosed)
 - Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.
 - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
7. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by Friday 23 January 2024.
 8. Application forms received after this time and date will not be accepted.
 9. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.

Completed applications should be returned no later than 12 noon on Friday 23 February 2024.

to:

Caoimhe Devlin
Head of HR
NI Chest Heart and Stroke
21 Dublin Road
Belfast
BT2 7HB

Or recruitment@nichs.org.uk

It is anticipated that the interviews will be held on Friday 8 March 2024.