

Breathing Better Co-ordinators – 3 posts

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Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of Breathing Better Co-ordinator.

This is an important new role, funded by The National Lottery Community Fund, which sits within our Care Services department. We would like to thank the Community Fund for and the National Lottery Players who make this grant possible

These roles will support the development and delivery of NICHS's new Breathing Better programme across Northern Ireland. The role delivery is NI wide however, given their high respiratory burden, particular focus will be given to the Belfast Trust / Western Trust (Northern sector), while recognising the deprivation gradient across the 5 Trust areas.

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 NICHS team.

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 NICHS a great place to work. We have recently been awarded We Invest in People GOLD accreditation and We Invest in People GOLD at first 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 organistion.

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 Breathing Better Coordinators will be a champion for these, and promote them in every aspect of what they do.

Our values are *Caring, Courageous, Considerate, Committed and Connected.*

For many, this values-driven culture is a key element of what makes NICHS 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

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

We have developed our 2026 – 2029 strategic plan in conjunction with our staff, service users past and present, supporters and our Governance Board. This Strategic Plan 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 NICHS team.

Yours faithfully,



Declan Cunnane

Chief Executive

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What We Do

We have been leading the flight 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.

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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"

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Our Values

Caring

We put people first - with empathy, compassion and respect for every individual and family we support.

Courageous

We stand up for what matters, speak out on health inequalities and innovate to improve lives.

Connected

We work in partnership with service users, colleagues, volunteers, and communities to achieve more for Northern Ireland's health.

Committed

We are dedicated to improving the health and wellbeing of people across Northern Ireland through, prevention, care, research and campaigning.

Considerate

We treat everyone with respect and fairness, valuing different perspectives and acting with integrity in our relationships and decisions.



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Our Strategic Priorities

We Care

Aim	To ensure that everyone affected by chest, heart or stroke conditions receives compassionate, high quality and continuous support to rebuild their lives.

We Prevent

Aim	To empower people to make informed healthy lifestyle choices and prevent avoidable chest, heart and stroke outcomes.

We Research

Aim	To fund and support high-quality local research that improves prevention, services and outcomes.

We Campaign

Aim	To be the leading local advocate for cardiovascular and respiratory health and influence policy and practice

Our People

Aim	To attract, develop and retain a skilled, motivated and healthy workforce and volunteer community.

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The Role

JOB DESCRIPTION

Job Title: **Breathing Better Coordinator** (3 posts)

Responsible To: **Breathing Better Project Lead**

Hours Per Week: **35 hours per week**

Location: **Home Based/NI wide**

Salary: **NJC pt 17 - £31,022 PA**

Contract: **Full Time (Project-funded – fixed term for 3 years)**

The Role

Northern Ireland Chest Heart and Stroke (NICHS) is the leading provider of care and support services to people and carers affected by chest, heart and stroke illnesses.

We are seeking an experienced Coordinator to coordinate and support delivery of our **Breathing Better** programme, ensuring it is community-led, strengths-based and focused on early intervention for people who experience poverty, disadvantage or discrimination.

The postholder will coordinate the planning, delivery and continuous improvement of Breathing Better activities across Northern Ireland, aligned to NICHS's Care Services Strategy and the Strengthening Communities programme of The National Lottery Community Fund. The role will support efforts to reduce health inequalities and improve people's physical health, mental health and wellbeing through accessible respiratory support, self-management and community connection.

Building strong relationships with communities, the voluntary and community sector, and Health and Social Care partners will be central to this role. You will support internal colleagues and external stakeholders to co-design delivery, maximise reach to those most affected by inequality, and contribute to robust monitoring, evaluation and learning that meets funder requirements.

Main Responsibilities

Programme and Project Delivery

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- Coordinate delivery of the Breathing Better project in line with agreed outcomes, budget, timescales and The National Lottery Community Fund requirements.
- Ensure delivery is community-led, strengths-based and accessible, with a clear focus on early intervention and tackling health inequalities.
- Maintain and coordinate detailed project plans, risk logs and delivery schedules, escalating issues and helping ensure resources are in place to meet targets.
- Coordinate high-quality respiratory support and self-management activities (for example education sessions, signposting, and community-based support) in line with NICHS quality standards.
- Work in partnership with Health and Social Care colleagues and community organisations to agree referral pathways, reporting processes and joined-up support for participants.

Community-led Development and Partnerships

- Engage communities to identify needs, barriers and strengths, ensuring people affected by poverty, disadvantage or discrimination shape project design and delivery.
- Build and maintain effective partnerships with community, voluntary and statutory organisations to strengthen local connections and reduce duplication.
- Plan and facilitate engagement events, advisory groups and co-design sessions, using feedback to drive continuous improvement.
- Support implementation of the stakeholder engagement approach, maintaining effective communication, involvement and feedback with internal teams, community partners, Health and Social Care colleagues, funders and people with lived experience.

Monitoring, Evaluation and Impact Reporting

- Implement proportionate monitoring systems to evidence outcomes, with a focus on reducing health inequalities and improving physical health, mental health and wellbeing.
- Collect and analyse quantitative and qualitative data, ensuring confidentiality, informed consent and good information governance.
- Contribute to high-quality narrative and financial reporting for NICHS leadership and The National Lottery Community Fund, including learning and continuous improvement actions.

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People and Volunteer Support

- Help recruit, train, coordinate and support volunteers where applicable, ensuring meaningful roles, clear boundaries and recognition.
- Ensure appropriate safeguarding, health and safety, and risk management arrangements are in place for all delivery settings and activities.
- Ensure NICHS policies and procedures are implemented and adhered to, including equality, data protection and lone working where relevant.
- Support reflective practice and learning, using evidence and participant feedback to improve delivery and demonstrate impact.
- Ensure activities promote self-management and secondary prevention, helping participants build confidence, knowledge and skills to manage their respiratory condition.
- Contribute to service and operational planning, ensuring Breathing Better aligns with NICHS strategy and supports wider organisational objectives.
- Maintain high standards of quality and participant experience, ensuring delivery is inclusive, trauma-informed where appropriate, and culturally sensitive.

Governance, Finance and Communications

- Maintain clear project records and contribute to governance updates, funder returns, audits and internal reporting requirements.
- Support compliance with funding conditions, NICHS policies, delegated authority and relevant regulatory requirements.
- Coordinate timely communications about Breathing Better activities, achievements and learning with participants, partners, colleagues and the funder.
- Work with NICHS communications colleagues to develop accurate, accessible and inclusive project materials, case studies and updates, securing appropriate consent where required.
- Represent the programme at relevant internal and external meetings and provide clear updates on progress, risks, issues and next steps.

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Person Specification

Essential

- Full UK Driving Licence
- Educated to A Level and minimum of 2 years' experience of delivering support services to people with long terms conditions or disability

  Or a minimum of 4 years' experience of delivering support services to people with long terms conditions or disability
- Proven experience coordinating projects, services or community-based activities and maintaining delivery plans, records and schedules.
- Proven experience engaging people and communities, including those affected by health inequalities, poverty, disadvantage or discrimination.
- Strong relationship-building and communication skills, with the ability to work effectively with colleagues, volunteers and external partners.
- Ability to collect, organise and interpret quantitative and qualitative information and contribute to clear reports.
- Good organisational skills, with the ability to manage competing priorities, meet deadlines and escalate risks appropriately.

Desirable

- Experience in health, social care, public health or the voluntary and community sector.
- Knowledge of respiratory conditions, self-management approaches or secondary prevention.
- Experience supporting volunteers, co-design activity, monitoring and evaluation, or externally funded projects.

Professional Standards, Values and Expectations

The successful candidate will be expected to demonstrate a commitment to NICHS values and to improving outcomes for people living with respiratory conditions, and to uphold the organisation's standards and policies in relation to safeguarding, confidentiality, data protection, equality, diversity and inclusive practice.

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Public

NICHS reserves the right to upgrade one or more desirable criteria to essential should the volume of applications so warrant.

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 if the post may change to meet the requirements of the evolving services that the charity provides.

NICHS is an Equal Opportunities Employer

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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

Pay Increases Linked To NJC – Cost Of Living

Additional Celebration Days

Car Mileage Scheme

On The Job Learning

Attendance At External Seminars And Conferences

Toil & Managed Time

Generous Paid Annual Leave

Enhanced Sick Pay

Part Time Work

Study Leave

Learning & Development Opportunities

Enhanced Parental Pay

Death In Service Plan

Occupational Health Service

Strategy Away Days

Bike To Work Scheme

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 Empowerment – Involvement In Decisions And Consultations

Staff Health And Wellbeing Days

Return To Work Interviews

Staff Celebration Events

How to apply

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHS, 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 NICHS

Employees of NICHS must support its Mission and Vision





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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 Wed 25 November 2026.

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 Wednesday 25 November 2026.

It is anticipated that interviews will take place on 3rd/4th December.

to:

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

Or recruitment@nichs.org.uk

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