



**Workplace Health &  
Wellbeing Co-ordinator  
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 **Workplace Health and Wellbeing Co-ordinator**.

The successful candidate will be responsible for coordinating and implementing the Work Well Live Well programme, funded by the Public Health Agency (PHA) in workplaces in the Western Trust area. The aim is to secure ongoing commitment of workplaces to develop a healthy working environment and culture, that supports and prioritises employee health and wellbeing. This programme is targeted at workplaces with employees who are at a higher risk of poorer health outcomes, in alignment with the NICHHS Strategic Plan and Northern Ireland Public Health Strategies.

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.

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 Workplace Health and Wellbeing Co-ordinator 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

<b>Aim</b>	To offer and deliver exceptional Care Services to meet the needs of people who have chest, heart and stroke illnesses and their carers.
------------	---

## We Prevent

<b>Aim</b>	To empower people to make healthy lifestyle behaviour changes and reduce their risk of preventable chest, heart and stroke illnesses.
------------	---

## We Research

<b>Aim</b>	To find better ways to prevent, treat and care for people affected by chest, heart and stroke illnesses.
------------	--

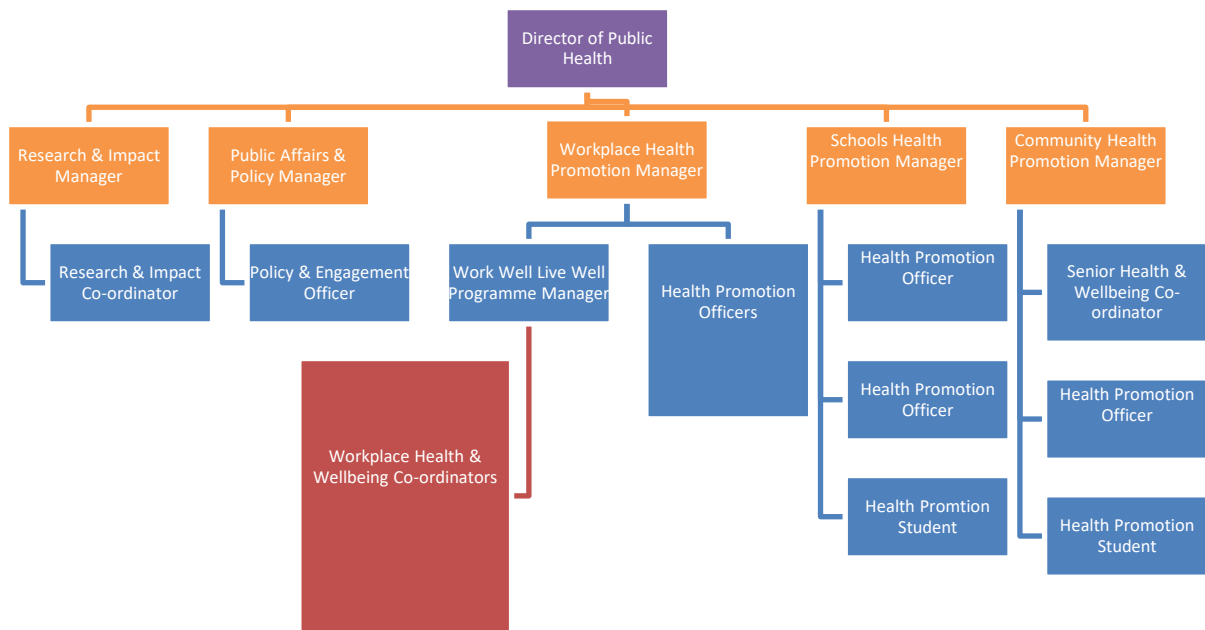
## We Campaign

<b>Aim</b>	To make chest, heart and stroke conditions a priority for decision makers
------------	---

## Our People

<b>Aim</b>	To develop a culture where our people are inspired, developed, supported and proud to work for NICHHS
------------	---





# The Role

**Job Title:** Workplace Health & Wellbeing Coordinator – Western Trust

**Reports to:** Programme Manager – Work Well Live Well

**Hours per week:** 35 hours per week

**Location:** Home based – working in Western Trust area - 2 days or more working in the HQ office will be required during 6 month probationary period.

Thereafter, up to 2 days per week in the office will be required. Mileage and parking to the office is not paid on these days.

**Contract:** Full time permanent

**Salary:** £32,115 per annum NJC Point 21

## Job Description

The successful candidate will be responsible for coordinating and implementing the Work Well Live Well programme, funded by the Public Health Agency (PHA) in workplaces in the Western Trust area. The aim is to secure ongoing commitment of workplaces to develop a healthy working environment and culture, that supports and prioritises employee health and wellbeing. This programme is targeted at workplaces with employees who are at a higher risk of poorer health outcomes, in alignment with the NICHHS Strategic Plan and Northern Ireland Public Health Strategies.

The programme will be delivered over a three-year period, during which the candidate will support and coach workplaces through a bronze to gold accreditation process. Responsibilities include assisting workplaces in identifying the health and wellbeing needs of their teams, training Health Champions to develop and implement a three-year workplace wellbeing action plan, and delivering health promotion training courses on physical and mental wellbeing, such as Health Champion training, safeTALK, and Mental Health First Aid. Additionally, the role involves planning and delivering workplace health promotion events and establishing strong partnerships with key organisations in the Western area. This will be conducted using a whole systems approach as outlined by the World Health Organisation (WHO) Healthy Workplace Model.

You will join a collaborative, multidisciplinary, and compassionate Work Well Live Well team, which is part of the broader Public Health Department at NICHHS. This department includes the Health Promotion Team, Research and Impact Team, and Policy and Lobbying Team who contribute significantly in the delivery of NICHHS's Strategic Plan and external strategies to create a healthier NI population.

We are a value-driven charity dedicated to investing in staff health and wellbeing as well as learning and development.



## Main Responsibilities

1. Identify and prioritise small to large sized workplaces for involvement in Work Well Live Well, who have employees at higher risk of poorer health outcomes.
2. Gain commitment from workplace CEOs, through excellent communication and relationship building skills to invest in long-term health of employees in line with WHO Healthy Workplace Model.
3. Plan, develop and deliver a range of workplace training courses and programmes, such as Workplace Health Champion Training, safeTALK, Mental Health First Aid and NICHS Well Talks.
4. Support Workplace Health Champions to develop and deliver a 3 year workplace health and wellbeing action plan to promote employee wellbeing and a positive working environment.
5. Plan, develop and deliver workplace events to support Workplace Health Champions, such as learning and recognition events.
6. Advise, support and coach Workplace Health Champions through a bronze to gold accreditation process.
7. Achieve KPI & targets set by the PHA funded Work Well Live Well programme, producing reports as required.
8. Develop and maintain strong working relationships with partner organisations to compliment workplace health and wellbeing support programme, e.g. Trusts, Councils and voluntary/community organisations.
9. Ensure consistency in the delivery of the programme by working in consultation with PHA and Work Well Live Well Team.
10. Support ongoing marketing of the Work Well Live Well programme, working in partnership with the Programme Manager and with NICHS communications and marketing department.
11. Promote and deliver NICHS Well NI Health Promotion services that complement the workplace health and wellbeing action plan, including Well Talks, Well Checks and Well Mind.
12. Review and develop health promotion resources and literature that supports delivery of employee health programmes.
13. Collect, record and store data in line with GDPR from workplaces in line with NICHS Impact framework and contractual KPIs.
14. Comply with all NICHS and Health Promotion policies, processes and procedures ensuring delivery of a high-quality service.

15. Maintain close working and communication with other departments within NICHHS to help achieve the overall aims and objectives of the charity.
16. To represent NICHHS on external groups, conferences, as required
17. Engage fully with the values of NICHHS.
18. Undertake any other duties or activities that fall within the scope of this role.

The successful candidate should be able to travel as required including infrequent overnight stays and unsociable hours.

### Person Specification

Criteria	Essential or Desirable
<p>1. A qualification at degree level or equivalent in a health related discipline AND have a minimum of two years' experience of working in health improvement or workplace health and wellbeing support.</p> <p><b>OR</b></p> <p>A minimum of five years' experience of working in health improvement or workplace health and wellbeing support.</p>	Essential
2. Excellent communication skills, both verbal and written, including highly developed presentation, influencing and negotiation skills	Essential
3. Experience of excellent project management, planning and time management skills	Essential
4. Experience of maintaining and developing strong effective partnerships	Essential
5. Experience of planning, delivering and evaluating events as part of a team and individually	Essential
6. Experience of developing and delivering training courses	Essential
7. Ability to work to and achieve set KPI/targets	Essential
8. Experience of data input, collection and production of reports for monitoring and evaluation using Microsoft Office packages, including practical experience in using Outlook, PowerPoint, Word and Excel	Essential

9. Proven ability to use own initiative to work independently, as well as having the ability to work as an effective team member.	Essential
10. Valid driving licence and vehicle available for business use	Essential
11. Experience of people or volunteer management	Desirable
12. Knowledge of workplace wellbeing evidence and models in practice, including the WHO Healthy Workplace Model	Desirable
13. Level 3 certificate in training delivery, or Mental Health First Aid training delivery or safeTALK training delivery.	Desirable
14. A Masters in Health Promotion / Public Health related field or other relevant professional qualification	Desirable
15. Delivery of face to face health checks or other 121 interventions	Desirable
16. Brief intervention / motivational interviewing or coaching trained	Desirable

## 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.***

**NICHHS 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**

Compassionate & Bereavement Leave

**Long Service Awards**      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 Celebration Events      Return To Work Interviews

Staff Empowerment – Involvement In Decisions And Consultations

# 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 17 October 2025 at 12 noon.
  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 17 October 2025 at 12 noon.**

to:

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

Or [recruitment@nichs.org.uk](mailto:recruitment@nichs.org.uk)