



**Health and Wellbeing Co-ordinator**  
Information for Applicants



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# Welcome from our CEO

Dear Applicant,

Thank you for your interest in the posts of **Health and Wellbeing Co-ordinator**.

This role is also responsible for supporting the coordination and provision of community health promotion services for individuals and communities to promote health, wellbeing and reduce inequalities in line with our Health Promotion Strategy.

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 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 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 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 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. The successful candidate will be joining the NICHS team at an important time, and will play a key role in ensuring the delivery of a high quality and compassionate health promotion service for people who are homeless.

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.

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

Yours faithfully,

Declan Cunnane

Chief Executive

# Our Background

**The work we do is vital for everyone in Northern Ireland.**

Today in Northern Ireland, ten people will suffer a heart attack. Eleven people will have a stroke. And one in every eight deaths will result from respiratory failure. In addition to this, almost 340,000 people are living with long term chest, heart, or stroke conditions.

Northern Ireland Chest Heart & Stroke is a local charity which helps people living with these conditions and their families. Each year we need to raise over £3m to fund our range of programmes, community services and research in the hospitals and universities of Northern Ireland.

Our vision for Northern Ireland is one where everyone can live life to the full, free from chest, heart and stroke illnesses. To achieve this, our work is focused in these areas: Care Services, Prevention, Health Promotion, Research, Lobbying and Policy Work.

All our work is in Northern Ireland. When people donate to NICHHS, they know their entire gift will be used for local benefit. Please visit our website to find out more about what we do and the difference that we make - [www.nichhs.org.uk](http://www.nichhs.org.uk).



# 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.

We have identified the four values that best identify the principles that are most important to us, **Compassion, Courage, Consideration and Commitment, the 4 C's**.

All our activities are undertaken to the highest possible ethical standards. In addition to meeting our legal and regulatory requirements, we are committed to acting openly and honestly in all our activities and comply with the standards outlined in the Code of Fundraising Practice and the Charity Governance Code.

- o **We will act honestly, truthfully and with integrity in all our actions**
- o **We will report our activities in a transparent and open way**
- o **We will treat everyone with dignity and respect**
- o **We will always act impartially and objectively and avoid conflicts of interest**

## Our Purpose

| <b>Care</b>  | <b>Health Promotion</b>  | <b>Research</b>  | <b>Policy &amp; Campaigning</b>   |
|--|--|--|---|
| We will offer and deliver exceptional Care Services to meet the needs of people who have chest heart and stroke illnesses & their carers | We will contribute & collaborate with others to prevent chest, heart and stroke illnesses and avoidable deaths | To find better ways to prevent, treat and care for people affected by chest heart and stroke illnesses | To put chest, heart and stroke conditions at the heart of Government and Health Service Agendas |



# STRATEGIC PLAN SUMMARY 2018-2023

## Care

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | We will offer and deliver exceptional Care Services to meet the needs of people who have chest heart and stroke illnesses & their carers.   |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to increase the number of people availing of our services</li> <li>• to continuously improve the quality and impact of our services</li> </ul> |

## Health Promotion

|                |  |
|----------------|--|
| <b>Purpose</b> | We will contribute & collaborate with others to prevent chest, heart and stroke illnesses and avoidable deaths |
|----------------|--|

|                   |   |
|-------------------|---|
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to raise awareness of personal risk factors</li> <li>• to empower people to take action to reduce their risk of illness and avoidable death</li> <li>• to work with people and communities at high risk on chest heart and stroke illness</li> <li>• to reach out to more young people to develop a healthy start</li> </ul> |
|-------------------|---|

## Research & Impact

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | To find better ways to prevent, treat and care for people affected by chest heart and stroke illnesses  |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to fund high quality local research that will deliver tangible benefits</li> <li>• to apply learning from research to influence policy and services</li> <li>• Use our research to improve our services and to inform our public policy positions</li> </ul> |

## Policy & Campaigning

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | To put chest, heart and stroke conditions at the heart of Government and Health Service agendas   |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to influence public policy relating to chest, heart and stroke conditions</li> <li>• to achieve greater impact on population level health outcomes</li> <li>• to ensure chest heart and stroke survivors have access to the best treatment and care</li> </ul> |

## People

|                   |  |
|-------------------|--|
| <b>Purpose</b>    | We will strive to be a value-driven high performing team, with a culture of openness and accountability  |
| <b>Priorities</b> | <ul style="list-style-type: none"> <li>• to nurture a culture of strong leadership and continuous improvement</li> <li>• to ensure our people demonstrate our values</li> <li>• to invest in our people</li> <li>• to promote health and wellbeing within the workplace</li> </ul> |

## Income Generation

|                   |  |
|-------------------|--|
| <b>Purpose</b>    | To grow income to support our charitable activities with an ethical and sustainable approach   |
| <b>Priorities</b> | <ul style="list-style-type: none"><li>• to grow existing income streams</li><li>• to introduce new and innovative income streams</li></ul> |

## Corporate Services

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | To ensure efficient and effective support is given to enable delivery of our charitable activities  |
| <b>Priorities</b> | <ul style="list-style-type: none"><li>• to ensure regular and accurate financial reporting</li><li>• to ensure robust policies and procedures are in place, complied with and regularly updated</li><li>• to provide secure, flexible, innovative and responsive IT and physical Infrastructure</li></ul> |

## Marketing & Communications

|                   |   |
|-------------------|---|
| <b>Purpose</b>    | To inform, grow and engage our audience   |
| <b>Priorities</b> | <ul style="list-style-type: none"><li>• All our messages are engaging and informative</li><li>• Maximum use of all platforms and channels</li><li>• Raise the profile and awareness of NI Chest Heart &amp; Stroke</li><li>• Improve staff and volunteer engagement</li></ul> |





# The Role

## JOB DESCRIPTION

**Position:** Health and Wellbeing Co-ordinator

**Reports to:** Community Health Promotion Manager

**Hours:** 35 per week

**Location:** HQ Office, 21 Dublin Road, Belfast with hybrid working option available

**Salary:** £26, 446 per annum (NJC point 20)

**Contract:** Full Time, Permanent

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### Job Description

Responsible project manager and provider of the Health and Homeless service, ensuring the delivery of a high quality and compassionate health promotion service for people who are homeless by working in partnership with homeless organisations, empowering healthier lifestyles and achieving the service KPIs. This role is also responsible for supporting the coordination and provision of community health promotion services for individuals and communities to promote health, wellbeing and reduce inequalities in line with our Health Promotion Strategy. S/he will also will support the delivery of services in other settings within the Public Health Department and deputise for the Community Health Promotion Manager.

### Main Responsibilities

#### Service Development

- 1) To project manage the operational development, delivery and evaluation of our Health and Homeless service in line with the service level agreement agreed with our commissioner/funder.
- 2) To support the development, delivery, and evaluation of need led community-based health promotion service in areas of deprivation to improve health outcomes and reduce inequalities related to the onset of CHS conditions.
- 3) To coordinate the Pop-Up community health check service and Well Checks for members of the public across Northern Ireland and at NICHS HQ.
- 4) To take on a lead role in a specific area of the Health Promotion service under the direction of the Community HP Manager and Public Health Director.

#### Service Delivery

- 5) To participate in the implementation of a health promotion strategy for Northern Ireland Chest Heart and Stroke (NICHS).

- 6) To involve service users and communities in the coproduction and evaluation of services to meet their needs in line with NICHHS priorities.
- 7) To facilitate, develop and deliver face to face and digital health promotion services including health checks, health talks, webinars, training, presentations, and longer-term behaviour change support services to achieve desired impact.
- 8) To undertake assessments, set goals and action plans with clients and organisations to improve health and wellbeing outcomes related to CHS priorities.
- 9) To assist in developing and/or delivering innovative and evidence based high quality health promotion services in line with NICHHS's impact framework and strategic priorities.
- 10) To develop health promotion material and information resources in line with health promotion needs, communication standards and processes.
- 11) To support and deliver a marketing plan/advertising campaign to market health promotion services, leading on own project areas and working closely with communications.
- 12) To incorporate planning and evaluation into your work, collecting, inputting, and reporting back quantitative and qualitative data including case studies in line with our impact framework.
- 13) To deputise for Health Promotion Managers and for other health promotion staff, as required.
- 14) To undertake other duties in line with the level of this.

### **Collaboration and Partnerships**

- 15) To establish strong partnerships and networks and refer/signpost onto other services as appropriate (both internal and external).
- 16) To pro-actively establish networks and partnerships with homeless hostels, voluntary and community sector, health professionals and wider agencies to support service delivery and achievement of joint outcomes.

### **Corporate Responsibilities**

- 17) To participate in and support other NICHHS and health promotion activities including NICHHS campaigns and media, as required.
- 18) To work effectively with other NICHHS teams in meeting shared priorities.
- 19) To develop and maintain professional relationships with clients, colleagues, and other relevant bodies in line with our values.
- 20) To comply with all NICHHS and HP policies and procedures, ensuring client focused, high quality and safe services are planned and delivered.

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

## Person Specification

| Criteria   | Essential or Desirable |
|--|------------------------|
| 1. A third level relevant health qualification or equivalent in relevant discipline AND <b><i>At least two years' experience of delivering health promotion programmes and or activities</i></b> | Essential              |
| 2. OR Educated to A Level AND <b><i>At least five years' experience of delivering health promotion programmes and or activities</i></b>  | Essential              |
| 3. Excellent communication & presentation skills   | Essential              |
| 4. Excellent interpersonal skills and proven ability to work effectively with people and team  | Essential              |
| 5. IT literate (all Microsoft Packages)  | Essential              |
| 6. Experience of data input, collection, and production of online and offline reports for monitoring and evaluation  | Essential              |
| 7. Proven project management skills and experience   | Essential              |
| 8. Knowledge and/or experience of brief interventions, behaviour change techniques and benefits of health checks   | Essential              |
| 9. Valid driving licence and vehicle available for business use and ability to travel regionally   | Essential              |
| 10. A degree or master's in health Promotion / Public Health related field or other relevant professional qualification  | Desirable              |
| 11. Community health development experience  | Desirable              |
| 12. Business development and/or sales experience   | Desirable              |
| 13. Needs analysis / information or research skills  | Desirable              |
| 14. Experience of dealing with the media   | 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 if 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

Pay Increases Linked To NJC – Cost Of Living

Additional Celebration Days

On The Job Learning

**Car Mileage Scheme**

Attendance At External Seminars And Conferences

**Toil & Managed Time**

**Generous Paid Annual Leave**

Enhanced Sick Pay

Part Time Work

**Study Leave**

Learning & Development

Enhanced Parental Pay

Opportunities

Death In Service Plan

Occupational Health Service

**Bike To Work Scheme**

Strategy Away Days

**Access To Independent Counselling Service 24/7**

Continuing Professional

**Hybrid**

Development Marriage Leave

**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

Staff Celebration Events

**Return To Work Interviews**

# 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, Vision and Values of NICHS**

Employees of NICHS must support its Mission, which is to prevent chest, heart and stroke illnesses in Northern Ireland and care for those affected by them. All staff must be committed to the Vision of the charity, which is a Northern Ireland free from chest, heart and stroke illnesses.



## Our Mission

Leading the fight against chest, heart and stroke illnesses in Northern Ireland.



## Our Vision

A Northern Ireland free from chest, heart and stroke illnesses.

NICHS expects all staff to 'live' by 4 values, which underpin every aspect of our culture and activities:



### Compassionate:

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



### Courageous:

We will be brave and challenge the status quo;



### Considerate:

We will treat others as we would expect to be treated ourselves;



### Committed:

We will be dedicated to the success of our charity



## **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 16 September 2022 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 16 September 2022

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)