

Waterford Health & Wellbeing Committee

Healthy Waterford Coordinator Job Description

Fulltime Position (Maternity Cover February to August 2019)

Background

The World Health Organisation (WHO) designated Waterford as a 'Healthy City' in December 2010 with Waterford City & County Council a member of the National Healthy Cities and Counties Network of Ireland. Waterford demonstrates to WHO, through its collaborative actions that health is a core value for the city and county administration and that the vision, values and strategy for Waterford translate into action for health through planning. 'Healthy Cities' celebrates and supports the evidence that health is influenced by where a person lives, their income, their level of education, their culture and by the accessibility of public services.

Healthy Waterford is a collaborative approach to developing and delivering actions and strategies that marry with the Waterford Local Economic and Community Plan, Healthy Ireland Framework and Health 2020. This is an exciting phase of development for Healthy Waterford - as the Local Community Development Committee (LCDC) Health & Wellbeing Sub-committee - in creating and delivering dynamic, responsive actions under the Healthy Ireland Fund.

Within this timeframe the Healthy Waterford Coordinator will coordinate and support the implementation of the 2019 Action Plans based on the Healthy Waterford Strategic Plan 2018 to 2021.

Job Description

Terms of post:

Initial assignment for fulltime position; equivalent to HSE, Health Promotion Officer Grade VI – annual salary of €44, 849 pro rata for 26 week period of maternity cover

Reporting Relationship

Healthy Waterford Coordinator will report to the Waterford LCDC Health & Wellbeing Committee via the Chairperson

Roles and responsibilities

- Coordinating the delivery of Healthy Waterford actions based on prioritized actions agreed by the committee
- Building effective partnerships with key stakeholders for the promotion of county-wide health actions
- Promoting and raising the profile of Healthy Waterford
- Convening and supporting Healthy Waterford sub-groups to implement actions by liaising with the sub-groups of the Health & Wellbeing Committee
- Monitoring progress on the Healthy Waterford 2019 Action Plan. Compile and provide regular progress reports and documentation to the Health & Wellbeing Committee
- Undertaking other roles and responsibilities as directed by the Health & Wellbeing Committee

Tasks

- To deliver capacity building training in policy development
- To organise and coordinate a seminar with local health and planning stakeholders on some of the innovative methodologies and processes that could be used in planning, i.e. health mapping
- Maintain communication mechanisms to promote local, regional and national health initiatives to include social media
- To engage with local and national policies e.g. Local Economic and Community Plan to ensure health and wellbeing is key to creating local responses
- To engage with regional actions e.g. Cook It programme and Tobacco initiatives
- To support Link Up Committee in organising events for Mental Health Week and provide administration support
- Promoting the profile of Healthy Waterford

- To convene and support Healthy Waterford subgroups to implement actions by liaising with the members of the Healthy Waterford Steering Group
- Inviting and facilitating community participation in planning for health
- Ensuring the WHO criteria for Healthy Cities under Phase VI is achieved in Waterford
- Monitoring progress on the health plan and compile progress reports and documentation
- Representing Healthy Waterford at the National Healthy Cities & Counties Coordinators Network in Ireland
- Participate in and exchange experiences with, Healthy Cities Networks nationally
- Undertake other roles and responsibilities as directed by the Health and Wellbeing Committee

Person Specification

Qualification

A third level qualification (to degree level) in a relevant discipline – e.g. health promotion, education, community work, public health, social policy.

Competencies and Skills Required

Leadership/Coordination Skills

- Proficient in coordinating the development and delivery of measurable goals and objectives
- Ability to collaborate and work in partnership with all relevant stakeholders
- Manage and prioritise several time sensitive projects simultaneously
- Organisational skills in event planning and management e.g. seminars

Strategic Planning & Policy

- Knowledge, understanding and commitment to addressing the key determinants of health
- Ability to identify health promotion strategies based on knowledge derived from theory, evidence and practice.
- Proficient in managing, recording and evaluating actions in a timely manner
- Ability to utilise appropriate evaluation and research methods to support programme improvements, sustainability and dissemination

Communication & Administrative Skills

- Excellent verbal and written communication skills
- Excellent inter-personal abilities
- Excellent skills in Microsoft packages and databases
- Excellent skills in social media
- Excellent presentation skills

The assignment relates to Maternity Cover period of February to August 2019 for 37 hours per week at equivalent to HSE, Health Promotion Officer Grade VI.

All applicants must hold a full driving licence, be computer literate and possess administrative and interpersonal skills with the ability to collaborate and work in partnership with various stakeholders including State and community groups.

Please forward a copy of current Curriculum Vitae and letter of application no later than **12 noon on Thursday December 13th 2018** to info@wap.ie or by post to:

Mr Joe Stokes, CEO
Waterford Area Partnership CLG
Westgate Retail Park, Tramore Road, Waterford.

NB: Candidates will be short listed on the basis of the Curriculum Vitae and cover letter.
Please note interviews will be held on Wednesday, December 19th

Waterford Area Partnership CLG is an Equal Opportunities Employer