**Our Mission**

**Our Vision**

Our vision is to be a leader in creating a healthy, equitable and sustainable city

Our mission is to promote health and well-being, provide inspiration and facilitate innovative collaborative action and good policies



*Supporting research, sharing evidence and building capacity*

*Leadership and learning from the WHO European Healthy Cities Network*

**Our Values**

*Introducing and piloting innovative concepts and approaches*

*Maximising partners impact on health and inequalities*

*Health inequities are avoidable and unacceptable and have consequences on all of society*

*Good health is a fundamental human right of each individual*

*Good health as a valuable resource to families; social and economic development*

*Health and well-being is a shared priority for all sectors and whole of government*

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| Job Title: | Project and Training Officer |
| Hours of Work: | 37.5 hours or part time hours |
| Contractual Status of Role: | Fixed Term Contract – 31 March 2020 with a possible extension |
| Job Title of Line Manager: | Programme Manager |
| Job Purpose: | Belfast Healthy Cities represent the city of Belfast, as a member of the World  Health Organization (WHO) European Healthy Cities Network and has a number of programmes in place, relating to the themes of the current Phase VII (2019 – 2024) themes of Health Inequalities; Health Literacy and Healthy Places.  The post holder will be expected to have a key role as part of a small but effective team, delivering programmes across Belfast, Northern Ireland and other WHO Healthy Cities as appropriate.  Should we identify more appointable candidates than the available vacancy, a reserve list will be created for other similar roles in the organisation. This may be used for up to 12 months to fill the same role or other similar roles with the same essential criteria without further testing of merit. |
| Main Responsibilities/ Deliverables: | The post holder will be report to the Programme Manager, working closely with all staff, key partner organizations, and will have responsibility for the following:   * **Project Management:** Developing and managing projects related to the current core themes      * **Policy, Desktop research & evidence:** Being proactive in monitoring local and WHO policy, academic and professional developments on programme themes; drafting policy papers, including consultation responses with support from other staff; conducting desktop reviews to support innovation developments * **Capacity building and training:** assisting development of capacity building programmes and carry out training as identified in the BHC strategic and operational plan; support innovative tool development   **Specific Responsibilities**  **Project management**     * Be proactive in leading the development of innovative projects on current themes, including project plans, timescales, targets, outcomes and monitoring frameworks      * Be responsible for co-ordinating, managing and delivery of projects * Facilitate and further develop Belfast Healthy Cities intersectoral working groups to support implementation of action under the current themes * Work closely with partner organizations to identify projects that will enhance and support partner delivery to address core themes * Assist in monitoring and evaluating projects; preparing progress and monitoring reports quarterly   **Policy, Desktop research and evidence**   * Proactively monitor policy developments within partner organizations, the Northern Ireland Assembly and government departments with a view to identifying opportunities and mechanisms to influence policy * Be alert to new evidence and develop evidence based responses to policy consultations * Develop fact sheets, briefing materials and policy papers on the current themes as appropriate * Keep abreast of developments in EU and WHO Europe on core themes, exploring with colleagues and partners the introduction of the Sustainable Development Goals * Conduct desktop reviews to scope development of innovative programmes and tools relevant to core themes     **Capacity building & training**   * Scope relevant programmes to assist in developing and delivering capacity building programmes/events; provide training on programmes relevant to core themes * Organise workshops/seminars/Masterclasses inviting local and European speakers as relevant to build capacity across public and community organisations   **General**   * Contribute to supporting Working Groups within the WHO European Healthy Cities Network and engaging local partners as relevant * Produce/contribute to the development of reports and recommendations that will support development and implementation of projects * Represent the organisation on public speaking and media events in a way which will enhance and maintain the reputation and public profile of Belfast Healthy Cities * Supervise and support students as appropriate * Contribute to the working arrangements within a small team and assist in other areas of work as required |
| Below shows essential and desirable experience, skills, knowledge and/or qualifications required to be able to carry out the duties of this post.  When completing the application form, please address each criterion listed, drawing upon all of your experience, whether at work or on a voluntary basis. | |
| **Experience:** | * working with groups/projects at an operational level (essential) * production of high quality verbal, written and oral reports and provision of written summary reports for a range of people with differing needs and abilities (essential) * experience of project planning/development work including the development, implementation and monitoring of project plans (essential) * management of public events/workshops/training events and the successful delivery of such events(desirable) * experience of providing training to practitioners and policy makers (essential) * production of reports summarising evidence and data trends (desirable) |
| **Knowledge:** | Applicants must have knowledge and understanding of the:   * social, environmental and economic determinants of health; factors which have an impact on health and health inequalities (essential) * role of sectors including the public, voluntary and community sectors that contribute positively to health (essential) * current government policy which has an impact on health and health equity (essential) * key stages in project planning and project management (essential) * challenges and success of partnership approaches and integrated planning approaches to addressing the determinants of health (desirable) |
| **Skills:** | * ability to act on own initiative, motivate, network and maximise opportunities and input, for delivery of relevant programmes (essential) * excellent written, editing, oral and presentation communication skills, sufficient to develop precise and easily understood written reports and communicate effectively in the organisation of meetings/events (essential) * project management skills (essential) * ability to meet tight deadlines (essential) * proficient in computer skills with a working knowledge of Microsoft Word; Internet Explorer; Outlook; Microsoft PowerPoint and Excel/Access Databases (essential) * ability to work with public sector officers, community organisations and to develop links and engage with local and international colleagues (essential) * demonstrate research conceptual, analytical, methodological, evaluative skills and data interpretation (desirable) |
| **Qualifications:** | * relevant degree or professional qualification (essential) |
| **Additional Circumstances:** | * Post holder will be subject to an enhanced Access NI check   Please read Access NI Code of Practice |
| **General** | * be willing to be flexible and contribute to the working environment of a small and effective team (essential)      * demonstrate a commitment to equal opportunities and anti-discriminatory practices (essential) * demonstrate willingness to be flexible in respect of working hours (essential) * ability to work within the aims and objectives of Belfast Healthy Cities (essential) |
| **Healthy Cities is committed to a policy of equality of opportunity. A Green Travel Policy is encouraged.** | |
| * **Notes: *This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.*** * ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*** | |