**JOB DESCRIPTION**

**SECTION 1 – JOB DETAILS**

**Job title:** Project Officer

**Reports to:** Programme Manager

**Responsible to:** Chief Executive

**Location:** Belfast Healthy Cities Office

22/24 Lombard Street

 Belfast, BT1 1RD

**Salary Agenda for Change (AfC) Band 6 £27,772 - £36,280**

**Type of contract: Fixed term contract until 31 March 2021**

**Hours**: 35 hours

The city of Belfast is currently a member of the World Health Organization (WHO) European Healthy Cities Network and has been since its establishment in 1988. Belfast Healthy Cities (BHC) has worked successfully during these years to implement the WHO requirements for designated cities within the local policy, political and administrative arrangements. The city is now applying to be a member of Phase VII (2019-2024) of the WHO European Healthy Cities network, which focusses on 6 Ps – Place; Prosperity; People; Participation; Planet and Peace. Key programme areas within these themes will be agreed at the forthcoming Phase VII workshop.

**SECTION 2**

**Principal Responsibilities**

The post holder will be report to the Programme Manager, working with key partner organizations, and will have responsibility for the following:

* **Project Management:** Developing and managing projects related to the current theme areas.

* **Policy & Evidence:** Being proactive in monitoring policy related, academic and professional developments on programme themes; drafting policy papers, including consultation responses with support from other staff.
* **Capacity building and research:** assisting capacity building and research projects as identified in the BHC strategic and operational plan

**SECTION 3**

**Specific Responsibilities**

**Project Management**

* Be responsible for co-ordinating, managing and delivering current and new projects under the themes of the current phase.
* Be proactive in leading the development of innovative projects on current themes, including project plans, timescales, targets, outcomes and monitoring frameworks
* Establish, facilitate and develop Belfast Healthy Cities intersectoral working groups to support implementation of programmes under themes.
* Work closely with partner organizations to identify projects that will enhance and support partner delivery to address the themes
* Assist in monitoring and evaluating projects; preparing progress and monitoring reports quarterly to inform the Board of Directors and funders
* Participate in European collaboration as agreed by the Programme Manager.

**Policy and Evidence**

* Proactively monitor policy developments within partner organizations, the Northern Ireland Assembly, government departments and public sector bodies with a view to identifying opportunities and mechanisms to influence policy
* Be alert to new evidence and develop evidence based responses to policy consultations; developing 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 and delivery of programme within the breadth of the Sustainable Development Goals
* Undertake health profiling as required, assembling and analysing data from a variety of sources

**Capacity Building and Research**

* Assess capacity needs and assist with the development and delivery of capacity building programmes/events, relating to the programme areas.
* Organise workshops/seminars inviting local and European speakers as relevant to build capacity across public and community organisations

**General**

* Develop and manage strong relationships with partner organisations to develop
opportunities for productive collaboration across and within sectors in implementing
projects
* Be responsible for managing and acting as lead for Belfast on various Working Groups and engaging local partners as relevant
* 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

**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***