 

**Finance Capabilties Co-ordinator Finance Capabilities Co-ordinator**

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| **Health Food Made Easy** |
| **Role Title** | **Health Food Made Easy Project Officer (Part-time .6 FTE)** |
| **Status** | **Fixed Term to end of December 2020**  |
| **Location** | **Kish House, Kilbarrack** |
| **Reporting to** | **Local Development Team Leader** |
| **Salary Scale** | **Project Worker Scale Point 1 €32,182 – Point 5 €39,825 (Pro Rata) depending on experience** |

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| **Role Purpose**The HFME Project Officer will be responsible for the day to day operations and organisation of the programme and will also be involved in the delivery of HFME and its variants. They will be responsible for keeping track of all costs related to the Programme and preparing a monthly budget statement. The HFME Project Officer will be responsible for keeping track of all costs related to the Programme and for preparing documentation for payment to leaders of HFME courses. Please note that some evening work may be required. The ideal candidate will have direct personal knowledge of the community and voluntary sector and/or have a positive track record of working collaboratively in community settings. |
| **Duties of the Role** |
| **Key Responsibilities** **Leadership and Development** | * Show commitment to the Mission Statement of Northside Partnership and work within the values and policies.
* Develop an annual plan for the HFME Programme
* Assist in the development of material to promote the HFME programme
* Expand and organise delivery of HFME training programmes in targeted communities
* Support existing HFME leaders through one to one and group contact, training and group meetings
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| ***Communication*** | * Liaise with local HSE Senior Community Dietitian and to arrange HFME course visits as required
* Liaise with key interest groups, service providers, and other relevant groups in the rolling out of the HFME Programme
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| ***Coordination*** | * Coordinate and organise HFME activities in targeted areas
* Identify and liaise with groups/individuals to participate in HFME workshops, ensuring all course participants and groups complete relevant paperwork
* Ensure the smooth running of the programme and the courses, ordering stock, answering queries, dealing with messages promptly, etc.
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| ***Monitoring and Feedback*** | * Report to the Local Development Team Leader on a monthly basis and liaise with full HFME Leader Team on a quarterly basis, to discuss strategies for improving the efficiency and effectiveness of the Programme and providing feedback on HFME activities
* Participate in regular review and planning workshops, ensuring that all evaluation forms from courses are collated and summarised for review
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| ***Finance and Admin*** | * Submit funding applications to the HSE and other bodies that provide funding towards Programme activities
* Undertake administrative duties, related to the post, as required
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| ***Additional Duties***  | * Contribute to Northside Partnership’s Communications and Marketing strategies and practices
* Contribute to workplace health and safety
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| **Person Specification**Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership’s ethos and vision. Northside Partnership is committed to implementing an Advantaged Thinking approach which focuses on identifying, developing and investing in skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes as detailed below.  |
| **Essential Criteria** | * Proven experience of at least 3 years in successful engagement with community groups /voluntary organisations
* An understanding of and commitment to HFME goals and the Healthy Ireland Strategy
* Knowledge and experience of community development programme design and implementation
* Demonstrate excellent MS Office skills
* Excellent communication and interpersonal skills with an ability to interact and network with all levels within and outside the organisation
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| **Skills & Competencies**  | * Setting high standards for quality of work and of Programme goals achievement
* Ability to work effectively in a multi-cultural and diverse environment
* Knowledge and experience of facilitating groups
* Knowledge and experience of writing reports and funding applications
* Strong leadership and supervisory skills and an ability to co-ordinate group activities
* Ability to cope with pressure/meet deadlines
* Be a team player
* Have an ability to take initiative and demonstrate good time management skills
* Demonstrate personal sensitivity and commitment to the values and principles of community development, adult education, gender equality and cultural diversity
* Demonstrate a commitment to social exclusion and a desire to see communities develop to their full potential
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| **Terms and Conditions of Employment** |
| **Location** | Northside Partnership, Kish House, Greendale Road, Kilbarrack, Dublin 5.  |
| **Salary** | Project Worker Salary Scale - Subject to Experience  |
| **Contract Type** | This is a Fixed Term Contract to December 2020, renewal of this contract following this date is subject to the continuation of funding.   |
| **Annual Leave**  | 22 working days (pro rata) exclusive of public holidays with one additional day awarded after each year of service up to 25 days. 30 Days having completed 10 years’ service  |
| **Travel & Subsistence** | Travel and subsistence will be paid at public sector rates |
| **Probation**  | A probationary period of six months will apply  |
| **Interview date** | Please note if shortlisted Interviews will take place on **7th July 2020**: during COVID-19 interviews will take place through video call. |