



Health & Wellbeing Officer

Closing date:	Applications to be received no later than 2 nd August 2023
Interviews:	Interviews of shortlisted candidates will take place on the week of the 7 th Aug
Salary:	€36,000
Working Hours & Location:	<p>Working from our offices located at Munster Technological University, Kerry Opportunity for Hybrid working arrangements may be available following the probationary period of 6 months. The position is a full-time 39hr contract.</p> <p>Access to Active Disability Ireland contributory pension scheme after 6 months service.</p> <p>23 Days Annual Leave and 5 Personal Days</p> <p>Access to the company Employee Assistance Programme</p>
Reporting to:	Health & Wellbeing Coordinator & Interim CEO
Contract Type:	This is an 18-month contract subject to continued annual funding from our funding partners.

Background:

Active Disability Ireland's vision is 'To Create an Ireland where people with disabilities have equal opportunities to be active.'

Physical Activity and sport are central to the fabric of life in Ireland. There is a growing awareness and understanding that peoples' lives can be enhanced through participation, especially by improving health and wellbeing, increasing social interaction and empowering people to be the best they can be.

While there has been a significant increase in the awareness of and access to physical activity and sport opportunities for people with disabilities, there is still a considerable need for programmes, which directly engage with people with disabilities, their families and careers and focus on heightening awareness of opportunities and understanding in relation to the benefits of being physically active.

Active Disability Ireland, through the support of the Health Service Executive (HSE) Disability Services are looking for a full time Health & Wellbeing Officer to assist Active Disability Ireland's Health & Wellbeing Coordinator in the delivery and evaluation of the 'Active Healthy Me' national education programme for adult day services.

The aim of the programme is to increase the knowledge and understanding of management, staff, and individuals with disabilities on the importance and benefits of being physically active and the opportunities that are available to participate within their local community.

The programme of activity aligns with and supports the Adult Disability Day Services – New Directions Policy, the National Physical Activity Plan, and the Healthy Ireland Framework.

Active Disability Ireland are actively seeking a highly motivated individual with a passion for health promotion to work within a dynamic team and will play a key role in increasing active lifestyle opportunities for people with disabilities.

Key Responsibilities:

- Support, contribute and assist with the successful achievement of Active Disability Ireland's strategic objectives specific to enhancing opportunities for people with disabilities to participate in sport and physical activity within their local communities.
- Work with Active Disability Ireland's Health & Wellbeing Coordinator to support existing users to begin and complete the Active Healthy Me programme within their service and design any resources that may be required to enhance user participation
- Assist with the delivery of 'Skills for Practice' workshops in each of the CHO areas to further develop skills and knowledge in the key areas identified in Active Healthy Me (Physical Activity, Healthy Eating, Hydration etc.) amongst the day service staff and to ensure they are confident in deliver before starting the programme in their service.
- Monitor the portal for new services wishing to join the programme and provide them with their login details
- Supporting all existing services with queries, questions and troubleshooting on platform
- Coordination of the Active Healthy Me forum to advertise upcoming 'Skills for Practice' workshops
- Support in the development of the I'm In Video Videos linked to the Active Healthy Me Programme.
- Preparing monthly reports for various stakeholders
- Assist with a review and evaluation of the Active Healthy Me programme

- Assist with the planning and delivery of the Active Disability Service Awards 2024
- Assist with research into the implementation of an Active Flag Award framework for disability day services
- Continue to enhance awareness of sport and physical activity for people with disabilities to participate through our I'm In Too Initiative in sharing experiences, challenges and needs as expressed by people with disabilities
- Ensure the voice of people with disabilities is adequately represented across all Active Disability Ireland's programmes and flagship events
- Meet operational objectives identified through the performance management process.

Note to all applicants:

Only those applicants who clearly demonstrate, by example, how they meet the criteria will go forward to the next stage in the recruitment and selection process.

Please note: This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

Suitable candidates should apply by completing the application from our website at <https://activedisability.ie/>

Closing Date:

Closing date for applications is **5pm on Wednesday 2nd August 2023**

Please submit your application form electronically to Lauren Watters at lwatters@activedisability.ie

Queries may be directed to Lauren Watters by email or by phone on 01 625 1160 or 086 013 9493

Active disability Ireland is an equal opportunities employer and all applications will be treated in strictest confidence

<u>Person Specification</u>	<u>Application</u>	<u>Interview</u>
On the date of application hold a third level qualification in health promotion, community development, sports development, leisure management, adapted physical activity, or other relevant discipline and/or equivalent work-based experience in the health/sport/community/disability sector.	✓	✓
A strong back-ground in building and developing partnerships and alliances with a range of stakeholders	✓	✓
Have advanced organizational and time management skills	✓	✓
Displays a strong passion for the delivery of effective administration processes and standards specific to programme and events.	✓	✓
Highly motivated and has the ability to thrive in a national team	✓	✓
Understand the requirements for operational development of a Learning Management System	✓	✓
An understanding of the sport and physical activity structure in Ireland with in-depth knowledge the Healthy Ireland Framework, the National Physical Activity Plan, National Sports Policy, the National Disability Inclusion Strategy, and the New Directions Policy.		✓
Knowledge of disability equality issues and a good understanding of the barriers people with disabilities experiences in relation to participating in sport and physical activity		✓
Must have a clean full driver's license or access to a reliable transport method as job will require some travel.	✓	✓
You should be:		
A team player willing to take a leadership role for the area, with a proactive, considered, and person-focused approach		✓
Fully committed to and conversant with the philosophies of equity, diversity, and inclusion		✓
Able to work independently and collaboratively, use their own initiative, and successfully deliver across a range of different projects and work activities at the same time.		✓
Be an excellent communicator	✓	✓
Have strong phone skills and commercial acumen	✓	✓
Proficient in the use of a range of IT systems.	✓	✓
Able to think critically about monitoring, evaluation, and learning		✓
Capable and comfortable with managing a busy workload, able to prioritize tasks effectively and to meet tight deadlines.	✓	✓