



## **JOB DESCRIPTION**

### **SECTION 1 - JOB DETAILS**

<b>Job title:</b>	Healthy City Co-ordinator
<b>Reports to:</b>	Chief Executive
<b>Location:</b>	Belfast Healthy Cities' Office 22-24 Lombard Street Belfast, BT1 1RD
<b>Grade:</b>	Agenda for Change (AfC) Band 6 - £42,618 plus 8% employer pension contribution and life assurance scheme
<b>Type of Contract:</b>	<b>Full-time (35 hours per week)</b> 2 year fixed contract (possibility of extension depending on funding)

### **SECTION 2 – JOB PURPOSE**

The city of Belfast is a designated member of the World Health Organization (WHO) European Healthy Cities Network and has been since its establishment in 1987. 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 Healthy City Co-ordinator has a key role in developing and delivering an agreed programme of activities within the relevant phase of the WHO European Healthy Cities Network. The Co-ordinator will be required to develop and co-ordinate strategic partnerships locally, Regionally, Nationally and across Europe and will work to generate innovative solutions that impact on the determinants of health. The Healthy City Co-ordinator will the Belfast health and wellbeing agenda through collaboration with relevant and complementary programmes, initiatives and organisations; assisting the CEO to lead the Healthy Cities project in Belfast; and co-ordinating the development and monitoring of the agreed programmes of work. Current programme themes include

- Active Travel,
- Greening the City;
- Health Literacy;
- Health Inequalities
- Community Prosperity and
- Capacity Building

The main purpose of this role is to develop, co-ordinate and deliver programmes within the organisation; to manage staff and support partners in developing and delivering programmes within the core theme areas and to assist the Chief Executive Officer in the strategic development of the organisation.

### **SECTION 3 – PRINCIPAL RESPONSIBILITIES**

The post holder will report to the Chief Executive and have responsibility for the following:

- Assist in the strategic development of the organisation and ongoing delivery of operational targets,
- Developing, and co-ordinating programmes and projects identified in BHC's strategic and operational plan
- Proactively monitoring policy related developments and coordinating BHC responses to draft policies
- Developing and delivering capacity building and/or research programmes; being alert to research and knowledge development and sharing information with staff
- Managing programme staff; supporting them in the development and delivery of programmes and with their professional development
- Representing the Chief Executive Officer and Belfast within Healthy Cities Networks, including participation in annual conferences, business meetings and city study visits

### **SECTION 4 - SPECIFIC RESPONSIBILITIES**

#### **Project Management**

- Assist in development of BHC annual operational plan with targets, timescales, outcomes and monitoring framework
- Provide leadership and input for operational plans
- Initiate, develop and co-ordinate innovative programmes on the WHO core themes adding value to the local and regional context, maintaining effective intersectoral working groups to support implementation of action on WHO core themes

#### **Monitoring and Reporting**

- Contribute to the development of the monitoring and reporting framework for BHC's programmes and be responsible for monitoring and reporting on the outcomes from key programme areas
- Support the production of regular progress reports to the BHC Board of Directors

- Complete ongoing monitoring of all programmes to report to external funders

### **WHO European Healthy City Representation**

- Represent Belfast on WHO networks and working groups, including the annual conferences and business meetings; support Belfast representatives on Working Groups
- Represent Belfast on UK Healthy Cities and other networks
- Proactively identify and develop networks and linkages within WHO networks as well as locally

### **Policy**

- Proactively identify opportunities and mechanisms to influence policy and decision making on core theme areas
- Ensure an effective process is in place and assist the Chief Executive to monitor policy developments within the Assembly and Departments with a view to:
  - Identifying opportunities and mechanisms to influence policy
  - Identifying and highlighting developments affecting BHC's work
  - Sharing information with staff and partners
- Coordinate a process that will ensure timely evidence based responses to policy consultations identified as relevant, and contribute to drafting responses as necessary
- Develop briefing materials and evidence based policy papers related to core theme areas of responsibility and support staff to develop materials
- Be alert to new project developments in Northern Ireland, United Kingdom, Republic of Ireland and WHO European Healthy Cities and to political developments locally and regionally that can influence/impact BHC core programmes

### **Capacity Building, Research and Evidence Base**

- Assist in identifying capacity building needs on WHO core themes; develop, co-ordinate and deliver capacity building programmes in response to these needs
- Proactively develop, review and maintain the evidence base relevant to WHO core themes; be alert in identifying recent publications and ensure relevant and up to date evidence and information is shared with staff and partners

- Co-ordinate health profiling as required; assemble and analyse data from a variety of sources, accessing expert support as necessary
- Develop research plans and conduct research/manage the commissioning of projects and/or research as agreed

### **Management**

- Be responsible for the line management of programme staff, including day to day management and support
- Undertake regular supervision and performance review, in line with organisational policy
- Support the professional development of staff, including identification of relevant capacity building opportunities

### **Administration, Finance, Information and Communication**

- Effectively liaise with the office and business support staff to ensure efficient administration of all events, partnership groups and one-off initiatives
- Contribute to development and implementation of the organisations communication and Public Relations strategy
- Ensure the compilation of easily understood reports, including publications on projects/plans to ensure dissemination of results locally and to other WHO European Healthy Cities
- Participate in appropriate information networks which will promote and inform BHC
- Ensure individual programme budgets are managed effectively to meet programme objectives??
- Support the organisations sustainability by contributing to the development of relevant bids, tenders and / or funding applications

### **General**

- Represent the organisation in public speaking and media events in a way which will enhance and maintain the reputation and public profile of Belfast Healthy Cities
- Represent the Chief Executive as agreed
- Contribute to the working arrangements within a small team



***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.***