

<b>Job Title</b>	<b>IHF Stroke Support Group Co-ordinator, Donegal</b> <b>Part-time (12 hours per week)</b> <b>Two-year fixed term contract</b>
<b>Version</b>	<b>1.1</b>
<b>Date</b>	<b>19.02.19</b>
<b>Manager</b>	<b>Patient Support Manager</b>

## **Irish Heart Foundation Stroke Support**

The Irish Heart Foundation (IHF) is the national charity dedicated to fighting heart disease and stroke. Today in Ireland more people die from heart and stroke-related illnesses than from cancer, road deaths and suicide combined. Against this background we work to bring hope, relief and a better future to families all over Ireland. We give vital patient support through our Heart & Stroke helpline and we provide high quality public information for all.

We support pioneering medical research, campaign for improved patient care, and promote positive public health strategies. We work in hospitals, schools and workplaces to support, educate and train people to save lives. As a charity we are dependent on the generosity of the public to continue our vital good work. We ask the public to support our work by making a donation, giving of their time to volunteer or by learning the skills needed to save a life through our courses.

The Irish Heart Foundation has a network of 19 stroke support groups in a variety of locations, nationwide. The groups meet on a weekly basis and participate in a broad range of social and therapeutic activities, along with regular outings.

### **The aims of the groups include:**

- To provide support, information and a social outlet for stroke survivors, their families and carers.
- To make home visits to stroke survivors who are unable to attend their stroke club.
- To make sure that club members have access to information and advice on anything related to their life after stroke.
- To assist club members in any way we can to live with dignity and respect and to participate fully in community life.
- To expand Ireland's stroke support network and to assist other support groups nationally.
- To increase awareness and understanding of stroke in the communities where we operate.

**We are now looking to recruit a Co-ordinator for our new support group Letterkenny, Co Donegal which is due to be launched in April 2019.**

**Duties and responsibilities include but are not limited to the following:**

- Organising weekly support group meetings
- Maintain membership and attendance records
- Administrative duties
- Engage speakers for meetings
- Plan and organise appropriate activities for the group
- Generate new members
- Identify and help to develop and deliver a range of fundraising activities and events in conjunction with the fundraising team.
- Support local Irish Heart Foundation fundraising activities
- Act as point of contact for the group

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder as required in line with business needs.

**Skills and Experience**

- Ability to prioritise, plan and organise workload
- Excellent interpersonal and communication skills
- Caring and patient manner, conducive to working with stroke survivors and their families
- Strong Team member
- Commitment and flexibility
- A self motivated individual with some experience of involvement in community fundraising events
- A broad contact base with community/social/sports groups to develop the volunteer network for all activities

To apply: Please forward your CV and application letter to Vanessa Scott, [hr@irishheart.ie](mailto:hr@irishheart.ie) by **5.00pm on Wednesday 13<sup>th</sup> March 2019**

*Staff are not permitted to smoke whilst undertaking any duties on behalf of the Irish Heart Foundation. The Irish Heart Foundation is an equal opportunities employer*