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| **Job Title** | **Health Promotion Administrator** |
| **Manager** | **Director of Health Promotion, Information & Training** |
| **Contract** | **Full time** |
| **Locations** | **Rathmines and Hybrid working** |

The Irish Heart Foundation is a community of people who fight to protect the cardiovascular health of everyone in Ireland. Together we are working to eliminate preventable death and disability from heart disease and stroke, and to support and care for those living with these life-changing conditions. We work to achieve this by:

* Caring for and speaking out for people in the community living with heart conditions and stroke, and their families.
* Innovating and leading in health promotion and prevention to change health behaviours and reduce cardiovascular risk.
* Building a nation of lifesavers through CPR training.
* Campaigning and advocating for policies that support people to live healthier lives.

The health promotion team works with the public to design and deliver the tools and information they need to lead healthy lifestyles and make informed decisions about their health. We deliver evidence-based programmes in under-served communities, primary care and workplaces and run national heart-health awareness campaigns.

**The Role**

The role is administrative, providing support services to the health promotion team and wider Health Promotion, Information and Training department, as necessary. It requires someone who is organised, excellent time management skills and who is a good communicator.

**Key Responsibilities**

* Provide administrative support for programme delivery across the health promotion team.
* Administration of the Happy Heart Healthy Eating Award Programme for catering facilities in healthcare sites, to include liaison with catering managers and HSE, issuing of award reports and certificates. Organising of awards ceremony.
* Support organisation and delivery of heart health check service in communities and workplaces, including site visits, as required.
* Provide secretariat services for a number of Irish Heart Foundation advisory councils.
* Build strong rapport with internal and external stakeholders.
* Maintain accurate records, logging all details and communications on CRM Database.
* Compile monthly, quarterly and annual reports, as requested.
* Raising and processing of invoices.
* Support event management of in-person and online activities.
* Deal with general queries regarding health promotion programmes.
* Organise team meetings.
* Providing administration support to other members of Health Promotion, Information and Training department and to other Irish Heart Foundation teams as required.
* Covering reception and phones as required.

**Education**

* Undergraduate degree in relevant area.

**Skills and Experience Required**

* Strong administration skills and excellent time management, managing competing priorities.
* Excellent communication (verbal and written) and interpersonal skills.
* Ability to work independently and as part of a team.
* Excellent attention to detail and proven ability to meet deadlines.
* Fluent written and spoken English.
* Digital proficiency including in all Microsoft Office applications, with excellent MS Excel skills.
* Experience of CRM database a distinct advantage.
* An understanding of the health sector is desirable.
* Commitment to ongoing learning and development.
* Ability to represent the Irish Heart Foundation in a professional manner at all times.

**Benefits of working with Irish Heart Foundation**:

Flexible working with our hybrid working model, our team enjoy more flexibility working from home and our Head office location in Rathmines (2 days per week office based) or more if you prefer!

We provide benefits to help you protect your health and financial security; and give you peace of mind.

* Pension scheme with employer contributions, from day 1 of service
* Life assurance of 4 times base salary with immediate effect
* Income continuance/disability benefit, at no cost to you from day 1 of service
* Paid Maternity leave
* Company sick pay
* Generous annual leave policy including additional company days
* Bike to Work Scheme, Travel Saver Tickets, Excellent public transport links
* Employee assistance Programme
* A wonderful office we are proud of with excellent working, kitchen and changing facilities
* Events organised by social club and Health and Well-being Committee
* CPR Training for all employees
* Ongoing Training and Development initiatives to help you grow your career with us

**Details of Role and Application process**

This is a full-time/ part time permanent/ fixed term role, Monday to Friday. The role is based in the Irish Heart Foundation’s offices in Rathmines, Dublin. To apply please provide an up-to-date curriculum vitae and cover letter outlining how you suit the post by email to Klara O’Malley, HR Manager.

**Email: hr@irishheart.ie**

The closing date for this position is 7th December 2022

**The Irish Heart Foundation is an equal opportunities employer.**

**The Irish Heart Foundation has a strict no smoking policy.**