

Job Title:	Programme Development Officer – Children and Young People Team
Location:	Rathmines – Hybrid (Mon and Thurs office days)
Report to:	Children & Young People Programme Manager
Role:	Permanent, fixed term (12 months)

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.
- Information provision.

Our team currently is approx. 120 employees and up to 125 volunteers working towards the Foundation's vision of a future where no hearts are broken by preventable heart disease.

The Role

The Children and Young People team develops and runs national health promotion programmes for primary and post-primary schools. We co-design programmes and resources to meet the needs of children in Ireland, protecting their future health and empowering them with life skills. Through our programmes we train teachers to deliver best practice programmes in areas including physical activity, wellbeing, PE and CPR.

We're looking for someone who enjoys working with people and can turn ideas and feedback into practical, easy-to-use programmes for schools. You'll lead the rollout of our Health Literacy Programme to 20 DEIS schools, develop teacher training, programme evaluation, and co-design with students and families.

Key Responsibilities

- Work closely with the Children & Young People Programme Manager across primary and post-primary settings.

- Coordinate the rollout of the Health Literacy Programme to 20 DEIS schools with a focus on building strong relationships.
- Develop, deliver and evaluate CPD training for teachers to support health education in the classroom.
- Co-design easy-to-use materials for schools that support national programmes and fit with the curriculum.
- Gather feedback on programme and identify improvements.
- Champion student voice and participation in all programme development.
- Manage selected projects and activities as designated by the Programme Manager.
- Create internal and external reports evaluating programme impact.

Skills and Experience Required

Education & Experience

- A third-level qualification in education, youth work, health promotion, social science or another relevant field.
- At least 3 years' experience working with children or young people in primary, post-primary, or youth work settings in Ireland.
- Experience working in or with DEIS schools or communities facing additional challenges is especially welcome.

Programme Coordination

- Able to plan and manage projects across multiple schools.
- Enjoys building strong relationships with teachers, students, and families.
- Comfortable gathering feedback and using it to improve programmes.

Resource Development

- Understands how schools work and how to create materials that fit with the curriculum.
- Can turn complex ideas into simple, useful resources for teachers and students.
- Has an interest in health education and making it fair and accessible for everyone.

Training & Facilitation

- Experience developing and delivering training, including workshop facilitation.

Communication & Digital skills

- Excellent communication skills – verbal and written.
- Strong administration and time management skills.
- Comfortable using tools like Canva, PowerPoint, and Microsoft Office.
- Experience with online learning platforms is a bonus.

Other

- Ability to represent the Irish Heart Foundation in a professional and friendly way.
- Full clean driving license and access to a car(desirable).

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 in line with business needs.

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 up to 5%, 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 Fixed Term role, Monday to Friday. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin. Working under a Hybrid model (2 required days in office (Monday's and Thursday's) but option to work 5 days in office if preferred.

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 COB Friday 10th of October 2025

The Irish Heart Foundation is an equal opportunities employer.

The Irish Heart Foundation has a no smoking policy. Employees are not permitted to smoke whilst undertaking any duties on behalf of the Foundation.

Please be advised the IHF retains all candidate data for a period of 12 months after which it is deleted. Should you wish to have your details deleted earlier than this please contact HR directly to request us to do so.

Please find IHF Privacy Policy <https://irishheart.ie/privacy-policy/>

If you have any accommodation needs throughout the recruitment process, please contact HR@irishheart.ie