



Job Title:	Health Check Administrator
Location:	Irish Heart Foundation, Rathmines Road Lower, Dublin 6 (Hybrid working)
Job Status:	Permanent, Full Time
Report to:	Health Check Supervisor

The Irish Heart Foundation is Ireland’s national charity dedicated to fighting heart disease and stroke. Every hour someone in Ireland suffers a stroke and everyday hundreds of people are diagnosed with heart conditions. The lives of these people are often cut tragically short. Many are left with disabilities. Almost 10,000 people die from heart conditions and stroke every year in Ireland making cardiovascular disease one of the nation’s biggest killers. We work to turn this around – support people to live healthy lives and avoid cardiovascular disease, but also to support people living with heart conditions and stroke.

Our support services have grown rapidly in recent years in response to massive unmet needs among stroke survivors and people living with heart conditions. Their purpose is to enable everyone affected by cardiovascular disease to live the fullest and healthiest lives possible.

Our team currently is approx. 130 employees and up to 140 volunteers working towards the Foundation’s vision of a future where no hearts are broken by preventable heart disease.

The Role

The Health Check Administrator plays a key role in the efficient delivery of the Health Check service across our mobile health unit, workplaces, and community settings. Reporting to the Health Check Supervisor, the successful candidate will provide high-quality administrative, logistical, and operational support to ensure a professional and positive experience for all clients and partners.

Key Responsibilities

Operational & Service Delivery Support

- Assist the Health Check management team with advanced planning and scheduling of locations and dates.
- Pack essential equipment and supplies for non-Mobile Health Unit / community bookings.
- Monitor stock levels, identify expired or damaged equipment, and notify the Health Check Supervisor.

- Liaise with courier companies for dispatch and return of equipment.
- Assist with managing the full booking process for health checks.
- Send and track application forms, confirmations, and relevant documentation.
- Liaise with community contacts to schedule and confirm booking dates and send required materials.
- Respond to general enquiries and provide excellent customer service.
- Coordinate nurse bookings in collaboration with the Health Check Supervisor and /or Health Check Manager.
- Plan nurse schedules, book accommodation, and prepare parking/location information.
- Support the setup and smooth running of health check days when on-site attendance is required.
- Support the team in reviewing and updating materials sent to community partners.
- Attend large events such as the ploughing championships and fifty plus show in person to support health check nurses, provide health promotion information, crowd control, and other general enquiries

Data, Systems & Reporting

- Update and maintain all required health check information on the CRM database, support with data entry, quality checks, analysis, and reporting.
- Update nurse mandatory training and car insurance documentation on CRM
- Provide basic IT troubleshooting for nurses using Chromebooks for data collection.
- Conduct monthly quality control tests and calibration of equipment.
- Prepare purchase orders in CRM and support administrative finance processes.
- Prepare quotes and invoices on the CRM for bulk paid health check bookings
- Upload and review health check data using Fitech

Communications & Training

- Support the Communications team with social media/website updates relating to Mobile Health Unit activities.
- Assist in organising and delivering nurse training days.
- Provide secretariat services for the Irish Heart Foundation Blood Pressure Council

Finance, HR & Governance Support

- Approve agency driver timesheets in the absence of the Health Check Manager/Supervisor.
- Assist the management team by checking nurses' expenses and verifying mileage, while the final review and approval remain the responsibility of the managers.
- Support the preparation of nurse payroll submissions, with final review and sign-off remaining the responsibility of the Health Check Manager.
- Maintain confidential and accurate records in line with GDPR and IHF policies.

Health & Safety duties

- Complete equipment audits (e.g., fire extinguishers), monitoring equipment servicing and replacement schedules, and ensuring expired first aid items are replaced.

Be familiar with and follow all health & safety protocols and risk management controls and ensure that appropriate steps are taken to protect the safety, health and welfare of oneself and that of staff, volunteers and people using the services that come under the areas of responsibility for this position.

General

- Represent the Irish Heart Foundation professionally and respectfully at all times.
- Support continuous improvement of the Health Check programme.
- Perform other duties as required.

Skills and Experience Required

- Minimum 2 years proven Administration experience
- Strong IT skills (Microsoft Office, Excel essential); CRM experience desirable.
- Strong written and verbal communication skills with an empathetic approach.
- Desirable qualification in health or social care.
- Ability to work independently as well as collaboratively.
- Strong alignment with the mission and values of the Irish Heart Foundation.
- Strong interpersonal skills and ability to build positive relationships.
- Familiarity with health promotion principles is an advantage.
- Understanding of health inequalities and health literacy practices.
- High attention to detail with strong data entry accuracy.
- Fluent written and spoken English.
- Full clean driving licence and access to a car desirable but not essential.

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:

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

- Up to 5% employee & employer contributions Pension scheme with employer from day one of service
- Life assurance of four times base salary with immediate effect
- Income continuance/disability benefit, at no cost to you from day one of service

- Paid Maternity leave.
- Paid Paternity leave.
- Company sick pay
- Company health checks
- Generous annual leave policy including additional company days and service days
- Bike to Work Scheme
- Excellent public transport links
- Employee Assistance Programme (EAP)
- 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 role, Monday to Friday. The role is based Monday and Thursday in the Irish Heart Foundation's offices in Rathmines, and option of remote working on the other working days.

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

Closing date: 21st May 2026

The Irish Heart Foundation is an equal opportunities employer.

The Irish Heart Foundation has a no smoking or vaping 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

RCN: 20008376 | CRO: 23434