



Healthy Ireland Fund

JOB DESCRIPTION

Name of employer: **Roscommon LEADER Partnership**

Objective of Job	This post involves the introduction of the Smoke Free Homes Project in County Roscommon.
Job Title	Project Leader Smoke Free Homes Project
Roles and responsibilities of the Healthy Ireland project worker	<p>The successful candidate will be expected to achieve the objective listed above and act as overall support to the project.</p> <p>Specifically, they will be expected to:</p> <ul style="list-style-type: none"> • Increase awareness of the impact of second hand smoke on health, with a particular focus on children and pregnant women • To encourage households with at least one smoker to restrict smoking in their home or car for four weeks • To support households participating in the Smoke Free Homes Project with weekly visits • To increase awareness of local tobacco cessation services • To support quit attempts from participating adult smokers who would like to stop smoking • Ensure that the confidentiality is fully observed in relation to the overall service and stakeholders at all times. <p>General</p> <ul style="list-style-type: none"> • To ensure administrative deadlines are met • Attend and contribute to meetings of the Healthy Ireland Implementation Oversight Subgroup • Perform any other duties relevant to the administration of the Healthy Ireland funding that may be deemed necessary by the Healthy Ireland Implementation Oversight Committee from time to time • Maintain efficient and accurate accounts for relevant Healthy Ireland Funded Actions • Reconcile monthly bank statements • Liaise with Pobal as appropriate • Ensure that confidentiality is fully observed in relation to the overall service and stakeholders at all times.

	<p>Hours of Work</p> <ul style="list-style-type: none"> The post will be part-time – 14 hours per week The hours of work will be agreed with the Manager of Roscommon LEADER Partnership and Co-ordinator of Roscommon CYPSC
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Working Hours Full-time / Part-Time	P-T	If Part-time, state specific days / hours per week	2 days (14 hours) per week
Gross Annual Salary (include PRSI & Pension)	Salary, Travel & Subsistence - TBC		
Employment arrangements	This employment will be defined by a Contract of Fixed Duration for a two month period		
Employer	Roscommon LEADER Partnership		

This job description may be reviewed, updated and/or amended from time to time in line with the ongoing needs of the service.

Person Specification:

The post requires that there is a willingness to take direction from the interagency group of Roscommon LEADER Partnership and Roscommon Children and Young People’s Services Committee.

Essential:

- Applicants should possess a minimum of a nationally recognised third level qualification (level 7 or higher on the national framework of qualifications)
- Ability to work on own initiative as well as part of a team with flexibility as required by interagency group to ongoing change in work practices. You need to be a dynamic individual with plenty of initiative and drive.

Desirable:

- Children First/Child Protection certification
- Excellent interpersonal communications skills and an ability to work closely with a broad range of stakeholders including, service providers and parents
- Good command of English (i.e. grammar, spelling and sentence construction)
- Have excellent organisational and presentation skills and an ability to undertake work requiring accuracy and attention to detail
- Excellent IT and administrative abilities, including experience in report writing, use of Microsoft Word, Excel & Access Data etc.
- Have proficient administrative ability with experience in writing progress reports and meeting deadlines
- Ability to work on own initiative as well as part of a team with flexibility to ongoing change in work practices
- Confidentiality and a good team player
- You need to be a dynamic individual with plenty of initiative and drive and open to change
- Have a full clean driving licence and use of car with class 2 business insurance.

In addition:

- Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular & efficient service
- The successful candidate will be required to be Garda Vetted
- References will be sought prior to offer of employment.