



Healthy Ireland Fund

JOB DESCRIPTION

Name of employer: Roscommon LEADER Partnership / Roscommon Children and Young People's Services Committee

Objective of Job	<p>This post involves the development of a multifaceted consultation process to establish local needs of 0 – 3 year olds in County Roscommon and their families and the subsequent development of a three year Roscommon County Early Years Health and Wellbeing Plan.</p>
Job Title	<p>Healthy Ireland Project Worker</p>
Roles and responsibilities of the Healthy Ireland project worker	<p>The successful candidate will be expected to achieve the objectives 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"> • Undertake a consultation process with stakeholders including parents and service providers to establish the health and wellbeing needs of young children and their families in County Roscommon • Mapping of current service provisions for this age group and their parents in the County • This will include the development of an online survey, the organisation of focus groups with parents including 'seldom heard' groups, a consultation day with service providers and a public consultation on a draft plan • Identify actions which could be developed to improve health and wellbeing of 0 – 3 year olds and their parents in County Roscommon • Produce a Health and Wellbeing Plan for 0 – 3 year olds in County Roscommon • Maintain efficient and accurate accounts for relevant Healthy Ireland Funded Actions • Reconcile monthly bank statements • Liaise with the Healthy and Active 0 – 3's Subgroup of Roscommon CYPSC and prepare financial reports for the Healthy Ireland Implementation Oversight Sub-Group of Roscommon CYPSC • Liaise with Pobal as appropriate • 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 HI Implementation Oversight Sub-Group Perform any other duties relevant to the administration of the HI funding that may be deemed necessary by the HI Implementation Oversight Committee from time to time. <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.