

## Healthy Ireland Fund

### JOB DESCRIPTION

**Name of applicant organisation: Roscommon Children and Young People's Services Committee / Roscommon LEADER Partnership**

<b>Objective of Job</b>	This post involves the implementation of actions from Roscommon County Early Years Health and Wellbeing Plan		
<b>Job Title</b>	Early Years Support Worker		
<b>Roles and responsibilities of the Healthy Ireland Project Worker</b>	<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"> <li>• Co-ordinate the delivery of workshops on early years topics for young children and parents of young children in County Roscommon</li> <li>• Identify actions which could be developed to improve health and wellbeing of 0 – 3-year olds and their parents in County Roscommon from the Health and Well-being Plan for young children in County Roscommon</li> <li>• Maintain efficient and accurate accounts for relevant Healthy Ireland funded Actions</li> <li>• Reconcile monthly bank statements</li> <li>• Liaise with the Healthy and Active 0 – 3's Subgroup of Roscommon CYPSC and prepare financial reports as requested</li> </ul> <p>General:</p> <ul style="list-style-type: none"> <li>• Ensure administrative deadlines are met</li> <li>• Attend and contribute to meetings of the Early Years Health and Wellbeing Subgroup of Roscommon CYPSC</li> <li>• Perform any other duties relevant to the administration of the Healthy Ireland funding that may be deemed necessary by the Early Years Health and Wellbeing Subgroup</li> </ul> <p>Hours of Work</p> <ul style="list-style-type: none"> <li>• The post will be part-time – <b>14</b> hours per week</li> <li>• The hours of work will be agreed with the CEO of Roscommon LEADER Partnership and Co-ordinator of Roscommon CYPSC.</li> </ul>		
<b>Working Hours Full-time / Part-Time</b>	Part-Time	<b>If Part-time, state specific days / hours per week</b>	2 days per week
<b>Gross Annual Salary (include PRSI &amp; Pension)</b>	€36,400 on a pro rata basis		
<b>Employment arrangements</b>	This employment will be defined by a Contract of Fixed Duration.		
<b>Employer</b>	Roscommon LEADER Partnership CLG		