



Community Development
& Health Network

About Community Development and Health Network (CDHN)

CDHN is a network of individuals and organisations which promotes understanding of community development as an effective way to end health inequalities.

Our network is creating a fairer and more equal society where communities enjoy the best possible health.

We create opportunities for individuals and organisations to connect and share experiences from each other and learn.

We support communities to find their voice and use their expertise and experience to inform decision making and we provide examples of the best ways to tackle health inequality

About Building the Community-Pharmacy Partnership Programme (BCPP)

The BCPP programme aims to promote and support local communities to work in partnership with community pharmacists to address local health and social wellbeing needs using a community development approach.

Each year we distribute £400,000 in funding to communities and pharmacies to work together to tackle health inequalities, improve community health and create stronger links between communities and community pharmacy.

Our Values

Leading with passion

In all our work we will lead with passion using our expertise and belief in what we are doing to inspire others.

Tenacity and flexibility - We will be tenacious, focused and flexible to ensure an end to health inequalities

Integrity and Respect - Through our words and actions we will work with integrity and respect

Equality and Inclusivity - We will recognise and promote equality and inclusivity to ensure we achieve social justice for all.

Valuing others - We will value individuals, teams, partners and communities recognising this as a key strength to achieving our vision.



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Evaluation Officer Job Description

Title:	Evaluation Officer
Hours:	28 hours
Location:	CDHN, Mill Street, Newry
Responsible to:	Strategic Impact Manager
Salary:	NJC Scale SO1 (point 29-31) £26,470 (this is the full time equivalent salary. You will receive a pro rata amount for 28 hours per week).
Contract:	Until July 2019 (extension to March 2020 subject to funding)

Key Role:

To measure the impact of Building the Community-Pharmacy Partnership (BCPP) funded projects by collecting and analysing project data at local BCPP project and regional BCPP Programme level across Northern Ireland. In addition, supporting projects through information, support, advice and training to utilise the BCPP evaluative system.

Main Duties

1. Support new and existing BCPP projects to utilise the BCPP evaluative system, including completing questionnaires and completing monitoring and evaluation reports
2. Collection, collation, checking, analysis of data from all BCPP projects
3. Conduct support visits to all funded projects across Northern Ireland and support them to implementing the evaluation system.
4. Work closely with the BCPP Finance Officer to ensure project activities and finance match.
5. Know the status of all projects and provide ongoing telephone and email support and advice to BCPP projects.
6. Utilise and develop the BCPP central evaluation database system to produce timely reports that document the impact of the BCPP projects and the overall programme in relation to agreed measures for external and internal use.

7. Bring gaps, identified in the evaluation system, to the attention of the Strategic Impact Manager and assist in the identification and implementation of solutions.
8. Ensure the central evaluative system is kept up to date with accurate information on an ongoing basis.
9. Participate in team screening of BCPP grant applications.
10. Assist with the development, management and implementation of the core aims and objectives of the Community Development and Health Network, including project development.
11. Undertake any other duties appropriate to the scale, which may be required from time to time

GENERAL

The duties outlined in this job description serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the job description will be reviewed on a regular basis. Changes will be subject to consultation with the post-holder.

All employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of religion, community background, gender, marital status or disability.

The requirement of flexible and on occasion unsocial working hours is managed through a 'time in lieu' system.

CDHN operates a 'No Smoking on the Premises Policy'.