



## **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

## **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.



## Elevate Project Officer

### JOB DESCRIPTION

<b>Title:</b>	Elevate Project Officer x 3 posts
<b>Hours:</b>	1 x 35 hour post located in Southern and South Eastern HSC Trust areas  1 x 35 hour post located in Western and Northern HSC Trust areas  1 x 20 hrs located in Belfast HSC Trust area
<b>Location:</b>	To be negotiated with the successful candidates (see above)
<b>Responsible to:</b>	Elevate Programme Manager
<b>Salary:</b>	NJC Scale 6 (point 26) £23,866 Pro rata for the part time post
<b>Contract:</b>	Until March 2020 (may be extended subject to funding)

#### Key Role:

You will be responsible for assisting the Programme Manager with the management and delivery of the regional Elevate Community Development Capacity Building Programme. This Programme is funded by the Public Health Agency and has four main objectives:

- **Objective One:** Establish and Host an online Community Development Portal
- **Objective Two:** Develop and deliver a Community Development curriculum which is relevant, accessible and evidence based.
- **Objective Three:** To build sustainable resilient communities through positive collaboration mentoring of organisations/groups via the development of a community mentorship programme.
- **Objective Four:** To develop and refine the draft evaluation framework, to measure and assess the impact of the Community Development Framework, to create a Northern Ireland evidence base which will inform future development.

## Main Duties

<p><b>1. Assist the Programme Manager with the management and delivery of the Elevate Programme</b></p>	<ul style="list-style-type: none"> <li>• Assist with the development and implementation of an operational plan for the Elevate Programme.</li> <li>• Produce work plans and reports for the Programme Manager as and when required.</li> <li>• Ensure the Elevate Programme retains its focus on Community Development as a means to tackle Health Inequalities.</li> </ul>
<p><b>2. Assist with populating the Community Development Portal</b></p>	<ul style="list-style-type: none"> <li>• Gather and/or develop relevant and high quality information, fact sheets, briefings, case studies tools and toolkits to populate the Elevate Portal.</li> </ul>
<p><b>3. Assist with the development of the regional 'Community Development to tackle Health Inequalities' training programme and deliver it on a regional basis</b></p>	<ul style="list-style-type: none"> <li>• With the Programme Manager, liaise with the Capacity Building Sub group and relevant partners to assist with the development of an evidence based, high quality training programme.</li> <li>• Recruit participants for the Elevate Training Programme in each Trust Area (four programmes x five Trust areas).</li> <li>• Deliver the Programme across the relevant HSC Trust areas (four sessions x four programmes in each HSC Trust area)</li> <li>• Assist with the evaluation of the training programme.</li> <li>• Assist with the development of online and interactive training to be provided on the Elevate portal.</li> </ul>
<p><b>4. Develop and support the delivery of a regional Mentoring Programme</b></p>	<ul style="list-style-type: none"> <li>• Assist the Mentor organisations with the selection of five local organisations to be supported.</li> <li>• Support the Mentor organisations to provide one to one and group support to their respective five mentee organisations.</li> <li>• Facilitate the five Mentoring organisations to meet on a regional basis as and when appropriate.</li> <li>• Assist with the evaluation of the training Mentoring Programme and provide recommendations for future rollout.</li> </ul>
<p><b>6. Oversee the testing and use of the Community Development Outcomes Framework</b></p>	<ul style="list-style-type: none"> <li>• Support the testing of the Framework within the Healthy Places pilot areas.</li> </ul>

<p><b>7. Other</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the overall strategic development of CDHN.</li> <li>• Undertake any other duties reasonably requested by CDHN.</li> <li>• Promote and publicise the project where opportunities arise.</li> <li>• Build relationships with key strategic partners such as relevant Government Departments, key Community and Voluntary Organisations, Academic Institutions etc. to achieve recognition and endorsement for the programme and to identify synergies.</li> <li>• Disseminate and share learning from the project.</li> </ul>
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**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'.