

Job Description

Position: Project Co-ordinator, Health Promotion Department
Location: Dublin 4.
Reporting to: Health Promotion Manager
Job Type: Maternity Cover

The Health Promotion Department of the Irish Heart Foundation is responsible for heart health activities in the workplace, schools and communities. In particular the department is involved in:

- A health promotion programme to the Irish workplace, providing information and services on nutrition and physical activity to Irish companies
- A range of educational and teaching resources promoting physical activity to primary Irish schools
- Major national promotional campaigns including Irish Heart Week and Happy Heart Eat Out with restaurants, hotels and workplaces
- Supporting several voluntary Happy Heart Groups
- Co-ordination of advocacy organisation National Heart Alliance

Reporting to the Health Promotion Manager and working as part of a small team, duties of the co-ordinator will include:

- Planning and co-ordination of **Irish Heart Week** and other events organised by the department. Tasks would include:
 - Venue assessment – costing and booking
 - Organising and co-ordination of programme/campaign, liaison with speakers/stakeholders, compiling report of event
 - Seeking estimates, identifying print requirements and purchasing print materials and dissemination
 - Liaison with various partners and stakeholders on the campaign.
 - Direct mail
 - Logistics, co-ordination and dissemination of materials
 - Support on PR as required by Communications Dept. e.g. promotion of campaign online and through various communication channels
- To maintain and ensure all information on contacts for Irish Heart Week and other programmes is accurately updated on the IHF Thank Q database
- Administration and secretarial support to Health Promotion Manager
- Compile department reports on activities and budget expenditure
- Support other Department secretariat on special events and projects
- Support other Department secretariat on day to day department administration e.g. purchasing, correspondence, information dissemination etc

Skills required

Ideally the candidate will have

- Good experience in office administration and secretarial duties.
- Excellent organisational skills
- An ability to communicate with people at all levels both within and outside the organisation
- Excellent computer skills with working knowledge of Word, PowerPoint and Excel
- An understanding of relational databases would be an advantage
- An ability to write and present reports with flair and clarity and to produce other documents
- An ability to work as part of a busy team, meeting deadlines and handling various tasks at the same time
- Show initiative and take responsibility
- Deal competently with partner organisations, volunteers and the general public

Qualifications:

- 3rd Level qualification desirable.
- Project Management skills
- Experience in event management
- Interested in the goals of the IHF

Applications: Please forward a cover letter and CV to: Valerie Ferguson, HR & Admin Manager.

Email: vferguson@irishheart.ie

Closing Date: Wednesday 10th March 2010

Telephone: 01 6685001

The Irish Heart Foundation is an equal opportunities employer