

Job Description

Position: Project Co-ordinator, Happy Heart Eat Out
Location: Irish Heart Foundation, Health Promotion Department
9-11 Baggot St, Dublin 2.
Reporting to: Health Promotion Manager
Job Type: 5 month full time contact (37 hours per week)

The Irish Heart Foundation, *SafeFood* and the HSE have formed a collaboration to promote healthier food choices in the catering and hospitality sector with restaurants, hotels, cafés and workplaces. The project will involve working on an information and awareness campaign called *Happy Heart Eat Out* planned for the month of June and the development of a national *Happy Heart Catering Award*, based on the existing project established by the HSE in the North East

Reporting to the Health Promotion Manager and working closely with the Irish Heart Foundation Dietitian, the duties of the co-ordinator will include:

Planning and co-ordination of *Happy Heart Eat Out*. Tasks would include:

- Seeking estimates, identifying design and print requirements and purchasing print materials.
- Development of materials, within a very tight deadline - working with designer, photographer and proofing materials
- Organising and co-ordination of the campaign, promoting it to key stakeholders including the Restaurant Association of Ireland; Panel of Chefs; Eurotoques and Food Writers Guild.
- To maintain and ensure all information on contacts for *Happy Heart Eat Out* and national catering award is accurately updated on the IHF Thank Q database
- Direct mail to establishments
- Logistics, co-ordination and dissemination of materials
- Follow up on a one to one basis with establishments
- Support on PR as required by Communications Dept. e.g. promotion of campaign online and through various communication channels
- Reporting and weekly update to partners on the campaign
- Compiling an evaluation report of event
- Support for development of national award through working with national steering group.

Skills required

Ideally the candidate will have

- 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 and experience of relational databases
- 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
- Good experience in office administration and secretarial duties

Qualifications and experience:

- 3rd Level qualification desirable.
- Project Management skills
- Knowledge of the catering and hospitality sector would be an advantage
- An interest in diet and nutrition.

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