

Job Title:	National Coordinator - Community First Responder Programme
Reporting to:	Michael O'Shea (CEO IHF), Steering Committee), Dr Siobhan Jennings
Location:	Based in Dublin Region with National responsibility
Remuneration:	Depends on experience
Job Type:	TBC: Fixed term contract: 1 yr contract with full time hours or 2 year contract with half time hours
Working week:	37 hours per week

Job specification:

To coordinate and integrate programmes of First responder/AED programmes across the country in with line with SCD TF. To provide the greater community with direction and support in setting up agreed, standardised, consistent and effective First Responder programmes with appropriate linkages to statutory agencies.

Key tasks

- **Prepare and present a project plan to identify how the following key tasks will be achieved within the timeframe allocated. (timeline for project plan needs to be identified)**
 - Establish the current status of first response and AED placements. . Then scope the task of establishing an AED and first responder contact register sited either in the statutory ambulance service or available to statutory ambulance service.
 - ✓ Subsequent work on setting up the AED register to be determined by findings including promotion of registering of devises by manufacturers and vendors and adverse events reporting to the relevant body.
 - Promote AED placement and first responder programmes in outstanding sites giving priority to programmes, geographic locations and facilities identified as having the greatest need:
 - ✓ priority facilities (major venues, railway stations etc),
 - ✓ co-responder partners (Gardai, Coast Guards)
 - ✓ specific sites (leisure centres, golf clubs etc) as well as
 - ✓ community first responder programmes

This should be conducted in line with the recommended priority locations listed in the Report of the Task Force on SCD with appropriate discussion with the National Ambulance Office and in with best practice guidelines from PHECC.

- Promote the concept that all major cities (Dublin, Cork and Galway as a priority) could maximise first response similar to Seattle, USA. This should be done by organising brainstorming sessions with relevant parties i.e. local councils, the ambulance service etc.
- Liaise with AED equipment suppliers in regard to provision of appropriate training and advice to buyers and/or potential users plus support in equipment maintenance.
- Implement -usage of national signage for AEDs to be used in all locations to raise awareness of AED placement.
- Provide or assist in providing appropriate support available for responders to receive ‘critical incident stress debriefing’ following a resuscitation attempt.
- Encourage responder programmes to regularly review and update as necessary their group’s training and programme guidelines. Promote and assist priority first responder programmes and community based health care professionals in accessing ongoing training.

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.

Key skills:

- Excellent communication skills
- Knowledgeable and influential
- Experience in Project Management
- Excellent networking skills

Person Specification:

FACTORS	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • Full clean driving licence and car owner • Experience in Project Management 	<ul style="list-style-type: none"> • Background in Nursing / emergency services/ Pre hospital emergency care • BLS/CPR Instructor
Knowledge	<ul style="list-style-type: none"> • Overview of the first responder programmes 	<ul style="list-style-type: none"> • Knowledge and understanding of PHECC guidelines up to CFR

	<ul style="list-style-type: none"> • Knowledge and understanding of the Task Force on Sudden Cardiac Death Report • Knowledge and understanding of the Chain of Survival 	level
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to think critically and objectively. • Ability to facilitate effective working relationships with all relevant stakeholders • Proven ability to prioritise activities and organise the necessary resources to ensure objectives can be met within budget, to quality standards and within timescales. • Proven self starter • Proven ability to promote programmes to a wide variety of audiences. • Ability to advocate in this area and to influence key stakeholders • Proficient computer skills. 	<ul style="list-style-type: none"> • Ability to make presentations to a wide variety of audiences.
Core competencies	<ul style="list-style-type: none"> • Communication skills • Interpersonal skills • Team working • Organisational skills • Negotiation skills • Flexibility • Reliability 	

TO APPLY:

Please forward a CV and a cover letter stating why you are suitable for the role to:

Valerie Ferguson, HR Manager

Irish Heart Foundation, 4 Clyde Road, Ballsbridge, Dublin 4.

Email: vferguson@irishheart.ie

Phone number: 01 6685001

Closing Date: Wednesday 24th November 2010 at 5pm

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