

Athlone Family Resource Centre: Invitation To Tender **(<https://www.activelink.ie/node/108471>)**

INVITATION TO TENDER FOR HEALTHY FOOD MADE EASY & COOL DUDE PROGRAMME DELIVERY



Background to Athlone Family Resource Centre (FRC):

Athlone Family Resource Centre (FRC) seeks to create a community where people from Athlone can actively engage in all elements of family & community life, develop resilience, and manage life challenges effectively. Athlone FRC achieved this through a range of family support, community development, and therapeutic service provision. The service was established in 2003.

Background to the Programmes:

Healthy Food Made Easy is a 6-week nutrition and cookery course developed by HSE community dietitians. This course helps participants to make affordable healthier choices when shopping, cooking, and eating to improve their long-term health.

Each session lasts 2 to 2 and half hours and includes activities on healthy eating & practical group cookery. The aim of the programme is to improve the nutritional knowledge and eating habits of participants which in turn can ultimately help reduce diet related chronic conditions such as cardiovascular disease, obesity, diabetes, and cancer. Athlone FRC key performance indicator for this project is to coordinate the delivery of 14 Healthy Food Made Easy Programmes per annum.

The Cool Dudes Programme is offered to local primary schools and youth groups in Athlone town and the surrounding rural areas. This programme runs once a week for 2 hours. All 5 sessions include practical cookery and participants choose what they would like to cook from a range of recipes in the handbook provided. Athlone FRC key performance indicator for this project is to deliver 18 Cool Dude Programmes per annum.

The HFME Project Supporter recruitment for Athlone Town and the surrounding rural areas.

The HFME and Cool Dude project is currently seeking tenders for the provision of support to Athlone town and surrounding rural areas community groups and primary schools. The HFME and Cool Dude Project supporter's role is to deliver HFME to community groups, part of this role will be to visit each community group and liaise between the community group, community health professionals (dietitians), and the Athlone FRC Food and Nutrition Worker. This is a self-employed position and the successful candidate(s) will be responsible for the ongoing oversight of their personal tax affairs.

The Supporter Role:

The Supporter will carry out the following tasks:

- Be responsible for the delivery of the programme with community groups in line with course aims, objectives and requirements.
- Retain consent forms, attendance and evaluation and submit them to the Athlone FRC Food and Nutrition Worker at the end of each successful course delivery.
- Prepare session plans and meal menus associated with the Healthy Food Made Easy and/or Cool Dude programmes in line with a developed programme schedule.

- Facilitate the successful delivery of Healthy Food Made Easy and/or Cool Dude programmes to local community groups and primary schools in Athlone town and the surrounding rural area.
- Report progress at regular intervals and agreed timeframes to the Athlone FRC Food and Nutrition Worker

The Supporter(s) will liaise with Athlone FRC staff and the Community Nutrition & Dietetic service on a regular basis with regards to implementation of individual programmes.

Person requirements:

- Excellent time management skills
- Be a good communicator.
- Evidence of project management experience
- Trained in the HSE Health Food Made Easy, Healthy Heart and/or Cool Dude Programme.
- Full Driving licence and access to transport
- Personal Insurance as a Food and Health Instructor
- Evidence of tax compliance for 2023-2024.
- Successful applicants must submit to Garda Clearance

For all enquiries contact:

Delores Crerar, Athlone Family Resource Centre, Athlone, Co. Westmeath

Email: manager@afrc.ie (mailto:manager@afrc.ie) ; **Phone:** 085-8423738 (tel:0858423738)

APPLICATION:

TENDER FORMAT

- Personal Statement of Suitability and Personal Contact Details
- Professional Experience of delivering the Health Food Made Easy and/or Cool Dude Programmes
- Description of Qualifications & Trainer Suitability
- Evidence of Personal Trainer Insurance Details
- Evidence of Tax Compliance for year 2023-2024
- Detailed Breakdown of proposed costings for delivery of Health Food Made Easy and/or Cool Dude Programme
- 2 Character References

TENDERS TO BE SUBMITTED TO BY POST OR EMAIL TO:

Ms. Delores Crerar, Manager of Family Support & Therapeutic Services, Athlone Family Resource Centre, 14 O Connell Street, Athlone, Co. Westmeath. Email: manager@afrc.ie. (mailto:manager@afrc.ie.)

CLOSING DATE FOR TENDER SUBMISSION: 30 June 2024.

Region

Co Westmeath

Date Entered/Updated

23rd May, 2024

Expiry Date

30th Jun, 2024

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