

Irish Heart Foundation: Health Promotion Administrator **(<https://www.activelink.ie/node/111110>)**



Job Title Health Promotion Administrator

Manager Irish Heart Foundation Dietitian

Contract Status 12-month contract, full time

Location Rathmines (Hybrid option – 2 compulsory office days)

The Irish Heart Foundation is a community of people who fight to protect the cardiovascular health of everyone in Ireland. Together we are working to eliminate preventable death and disability from heart disease and stroke, and to support and care for those living with these life-changing conditions. We work to achieve this by:

- Caring for and speaking out for people in the community living with heart conditions and stroke, and their families.
- Innovating and leading in health promotion and prevention to change health behaviours and reduce cardiovascular risk.
- Building a nation of lifesavers through CPR training.
- Campaigning and advocating for policies that support people to live healthier lives.

The health promotion team works with the public to design and deliver the tools and information they need to lead healthy lifestyles and make informed decisions about their health. We deliver evidence-based programmes in under-served communities, primary care and workplaces and run national heart-health awareness campaigns.

Our team currently is over 100 employees and up to 100 volunteers working towards the Foundation's vision of a future where no hearts are broken by preventable heart disease.

The Role

The role is administrative, primarily focused on supporting delivery of the Happy Heart Healthy Eating Award programme in addition to providing support services to the health promotion team and wider Health Promotion, Information and Training department as necessary. It requires someone who is organised, who has excellent time management skills and who is a good communicator.

Key Responsibilities

- Provide administrative support for programme delivery across the health promotion team.
- Administration of the Happy Heart Healthy Eating Award Programme for catering facilities in healthcare sites, to include liaison with catering managers and HSE, issuing of award reports and certificates. Lead the organisation of awards ceremony every two years.
- Provide secretariat services for a number of Irish Heart Foundation advisory councils.
- Build strong rapport with internal and external stakeholders.
- Maintain accurate records, logging all details and communications on CRM database.
- Compile monthly, quarterly and annual reports, as requested.
- Raising and processing of invoices.
- Deal with general queries regarding health promotion programmes.
- Organise team meetings.
- Provide administration support to other members of Health Promotion, Information and Training department and to other Irish Heart Foundation teams as required.

- Cover reception and phones as required.

Education

- Two years' administration experience with prioritisation and time management skills.

Skills and Experience Required

- Strong proven administration skills and excellent time management, managing competing priorities.
- Excellent communication (verbal and written) and interpersonal skills.
- Fluent written and spoken English.
- Digital proficiency including in all Microsoft Office applications, with excellent MS Excel skills.
- Experience of CRM database and/or managing large datasets.
- Ability to work independently and as part of a team.
- Excellent attention to detail
- Proven ability to meet deadlines with a process-driven approach and excellent organisational skills.
- An understanding of the health sector is desirable.
- Commitment to ongoing learning and development.
- An interest in and a passion for the mission and work of the Irish Heart Foundation.
- Ability to represent the Irish Heart Foundation in a professional manner at all times.

Benefits of working with Irish Heart Foundation:

Flexible working with our hybrid working model, our team enjoy more flexibility working from home and our Head office location in Rathmines (2 compulsory days per week office based on Mondays and Thursdays) or more if you prefer.

We provide benefits to help you protect your health and financial security; and give you peace of mind.

- Pension scheme with employer contributions, from day 1 of service
- Life assurance of 4 times base salary with immediate effect
- Income continuance/disability benefit, at no cost to you from day 1 of service
- Paid Maternity leave.
- Company sick pay scheme
- Generous annual leave policy including additional company days.
- Bike to Work Scheme, Travel Saver Tickets, Excellent public transport links.
- Employee Assistance Programme (EAP)
- A wonderful office we are proud of with excellent working, kitchen and changing facilities.
- Events organised by social club and Health and Well-being Committee
- CPR Training for all employees
- Ongoing Training and Development initiatives to help you grow your career with us.

Details of Role and Application process

This is a fixed-term contract of one year, full-time.

To apply please provide an up-to-date curriculum vitae and cover letter outlining how you suit the post by email to **Klara O'Malley, HR Manager. Email: hr@irishheart.ie** (<mailto:hr@irishheart.ie>)

The closing date for this position is **COB Friday 4th of October 2024**

Salary for position is €32,000

The Irish Heart Foundation is an equal opportunities employer.

The Irish Heart Foundation has a strict no smoking policy.

Region

Rathmines, Dublin 6 / Hybrid

Date Entered/Updated

24th Sep, 2024

Expiry Date

4th Oct, 2024

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