

Men's Health Forum in Ireland: Men's Health Programme Coordinator (<https://www.activelink.ie/node/111909>)



The Men's Health Forum in Ireland (MHFI) is seeking suitably qualified and experienced people to apply for their Men's Health Programme Coordinator post.

THE ROLE

The MHFI Director of Operations will be taking an in-house sabbatical during 2025 to focus upon completing a number of long-standing infrastructural improvements to the Forum. To fill the gap that this will create, an experienced, focused, innovative and dedicated individual (with a strong record of multi-tasking) is being sought to fill the temporary position of Men's Health Programme Coordinator - to oversee some of the core functions / roles that the Director would have had responsibility for.

This is an ideal opportunity for someone who would like to take a career break from their current role or to progress in their career development.

TERMS AND REQUIREMENTS

Job Title: Men's Health Programme Coordinator.

Employer: Men's Health Forum in Ireland (MHFI).

Term of Contract: One year [2025], but with the possibility of extension if further funding can be secured during this period.

Start Date: Monday 6th January 2025 (or as soon as possible thereafter).

Salary: €40,050

Hours: Full-time | 37 working hours per week | mostly Monday to Friday. This post will, however, require the holder to be flexible to meet emerging demands, and to be available to work occasional evenings and weekends.

Annual Leave: 25 days, plus Public Holidays.

Work Base: This is a home-based, remote working position.

Geographic Area: MHFI works on an all-Ireland basis. The person appointed to this post must be willing to travel to any part of the island (or occasionally further afield), and also have the means to do so.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of this role will include, but are not limited to:

- Sustaining, maintaining and developing MHFI's existing core areas of work.
- Providing executive and administrative support to the MHFI Board of Trustees and Advisory Group, as well as to the Healthy Ireland - Men Implementation Group.
- Preparing and submitting necessary funding applications and reports for 2025 / 2026.
- Maintaining and securely holding accurate records of the Company and its business.
- Raising awareness of men's health needs / developments in this field with statutory, voluntary, community and academic bodies, as well as the general public.
- Acting as a first point of contact for MHFI, its public face, and its representative in external settings.
- Responding appropriately, effectively and in a timely manner to emerging needs.

- Exploring options for funding to retain this position and/or develop new areas of work after the fixed term contract has ended.

TO APPLY, DOWNLOAD ...

- The Job Information Pack at: <https://mhfi.org/JobApplicationPack2024.pdf>
(<https://mhfi.org/JobApplicationPack2024.pdf>)
- The Application Form at: <https://mhfi.org/ProgrammeCoordinator.docx> (<https://mhfi.org/ProgrammeCoordinator.docx>)

Further information on the Men's Health Forum in Ireland and its work can be found at www.mhfi.org (<http://www.mhfi.org>)

The closing date for applications is 5.00pm on Thursday 21st November 2024.

Region

Home Based / Remote

Date Entered/Updated

1st Nov, 2024

Expiry Date

21st Nov, 2024

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