

Irish Hospice Foundation: Development Officer (Part Time) - Dying Well at Home Programme **(<https://www.activelink.ie/node/115185>)**



Development Officer in Healthcare

Dying Well at Home Programme

Who We Are

Irish Hospice Foundation (IHF) is a national charity that addresses dying, death and bereavement in Ireland. Our vision is an Ireland where people facing end of life or bereavement, and those who care for them, are provided with the care and support that they need.

Through advocacy and education, and the provision of services such as Nurses for Night Care and the Bereavement Support Line and our national programmes such as Hospice Friendly Hospitals, Dying Well at Home and Caru – Supporting Care & Compassion at End of Life in Nursing Homes, Adult Bereavement Programme and Irish Childhood Bereavement Network, IHF works to ensure that every person in Ireland can die and grieve well, whatever their age and wherever the place.

IHF prioritises the following values:



1. We work towards better end-of-life and bereavement care for all. We recruit experienced and compassionate staff who are driven to help us deliver on our vision and mission.
2. We value all staff, and will treat them with fairness, respect and dignity at all times. We aim to be a preferred workplace through our staff policies, benefits and employee initiatives.
3. Our staff are valued for their knowledge, skills, talents, flexibility, commitment and the creativity they bring to the organisation.
4. We aim to develop and maintain an environment that promotes a cohesive, inclusive and diverse organisation, affirming the inherent worth of all individuals and underscoring the importance of teamwork, trust and open communications.

About the Role

Job Purpose: To support current work and new developments of Irish Hospice Foundations Dying Well at Home Programme

Salary: €30,274 - €35,616 (30hr contract) depending on experience
€37,338 to €43,927 (FTE)

Contract Type: Fixed Term Contract 18 months

Hours of Work: Part Time (30 hours a week – 4 days a week)

Job Location: Our offices are based on Nassau St., Dublin 2. We have a hybrid work model in place (a minimum requirement of 2 days a week in the office).

Reporting to: Dying Well at Home Programme Manager in Healthcare

Responsibilities:

- Support the ongoing development and roll out of the IHF's new Dying Well at Home Programme.
- Process referrals to the Nurses for Night Care service and assist in the monitoring of that service. Analyse the data yearly and provide reports on the service. Log financial invoice details and update information resources as required. Maintain good relationships with the key stakeholders.
- Administrator for IHF Primary Palliative Care Steering Group. Identify, develop and disseminate work linked to the cancer, palliative care for all and primary palliative care programmes using an evidence-based approach.
- Provide administration support to line manager as required and respond to public enquiries.
- Support the Advocacy with external requests on policies, surveys and submissions.
- Ongoing appraisal and assimilation of relevant health and social care policy and service developments.
- Support the Dying Well at Home Healthcare Manager with the delivery of programme objectives to specification, on time and within budget, addressing evaluation, audit and sustainability requirements.
- Build and maintain key relationships to maximise impact of work.
- Represent IHF on groups, at forums and advocate for the provision and availability of palliative care for people with life-limiting illnesses across all settings.
- Generate reports, information materials, abstract proposals for conferences, etc. to support dissemination of work, to include creation of posts for social media.
- Provide regular updates of work and related progress to line manager.

Any other tasks as may be assigned by the manager or designated person.

Qualifications and Experience

IHF is open to applications from candidates who have experience in most but not all of the following areas: The successful candidate will be supported through their induction to increase their knowledge and ability to deliver on the responsibilities outlined here. Further training and ongoing support will be available.

Essential:

- A healthcare qualification with working knowledge of issues impacting older people, palliative and end-of-life care.
- Background in health and/or social sciences and at least three to five years' experience working in the health sector.
- Familiarity with the National Adult Palliative Care policy and an understanding of palliative care.
- Understand the relevance of palliative and end of life care for all people with life-limiting illnesses and have an appreciation of the issues relating to dying, death and bereavement.
- Have a good understanding of Advance Care Planning.
- Be able to demonstrate experience of service development, quality improvement initiatives and project management.
- Be able to assess and prioritise their work.
- Have an understanding of the Irish health sector and healthcare delivery.
- Excellent oral and written communication and presentation skills to include a knowledge of social media.
- Good working knowledge of Microsoft office, Power point, Excel and Word.

Desirable:

- Knowledge of Mailchimp and Canva

The above Job Specification is not intended to be a comprehensive list of all duties involved, and, consequently, the post holder may be required to perform other duties as appropriate to the post that may be assigned to them from time to time and to contribute to the development of the post while in office.

Benefits Include

- **Pension**
As a member you will be required to make a pension contribution of 5% on your gross annual salary. IHF will contribute 10% on your behalf to a company contributory pension scheme.
- **Death in Service**
4 times annual salary
- **Income Protection**
75% of salary and cover pension contributions
- **Annual Leave**
23 days per year (increased with service)
- **Additional Leave Days**
Closure of the office on Good Friday, half day Christmas Eve and time between Christmas and New Year
- **Sick Pay**
Up to 6 months certified sick leave
- **Hybrid Work Arrangement**
2 days working from the office
- **Maternity Leave**
26 weeks fully paid maternity leave (less social welfare benefits)
- **Adoptive Leave**
24 weeks fully paid adoptive leave (less social welfare benefits)
- **Paternity Leave**
2 weeks fully paid paternity leave (less social welfare benefits)
- **Sabbatical Leave**
Opportunity to take Sabbatical leave after 5 years of service
- **Opportunities for training and workplace development**
- **Flexible work options**
- **Access to our Employee Assistance Programme**
- **Travel (bike-to-work schemes/tax saver commuter tickets)**

Application Procedure

Closing date for applications is **1st May 2025**

Applicants should submit a CV (max. 2 pages), detailing relevant experience, along with a covering letter outlining the reasons they believe they are suitable for this role.

Candidates must be legally entitled to work in Ireland at the time of application.

- Applicants will be short-listed based on information supplied.
- Late or incomplete applications will not be accepted.
- Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, IHF may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Job link: [/irish-hospice-foundation/jobs/31946/development-officer-in-healthcare-dying-well-at-home-programme-dublin](https://login.hirelocker.com/irish-hospice-foundation/jobs/31946/development-officer-in-healthcare-dying-well-at-home-programme-dublin) (<https://login.hirelocker.com/irish-hospice-foundation/jobs/31946/development-officer-in-healthcare-dying-well-at-home-programme-dublin>)

Region

Dublin 2 / Hybrid

Date Entered/Updated

22nd Apr, 2025

Expiry Date

1st May, 2025

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