

Institute of
Public Health



Candidate Information Booklet

Public Health Improvement Coordinator

Closing Date for Applications: Tuesday 19th July 2022 5pm

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The Institute of Public Health in Ireland

- The Institute of Public Health (IPH) was established in 1998, with the support of the Chief Medical Officers in Northern Ireland and Ireland, and the aim of promoting cooperation in public health across the island of Ireland with a focus on health inequity and its avoidable impact on society.
- Reducing health inequities is important because health is a fundamental human right and its progressive realisation will eliminate inequalities that result from differences in health status (such as disease or disability) in the opportunity to enjoy life and pursue one's life plan. (WHO) <https://bit.ly/2tvxorn>

IPH Purpose

- Our purpose is to inform public policy for healthier populations on the island of Ireland.
- We do this by undertaking research, evidence review, policy analysis and evaluation; through partnership working, specialist training and public communication.
- IPH works for government, policymakers and civil society in Ireland, and Northern Ireland.

Values

- Our core values are reflected in how we work with colleagues and engage with others.
- **Excellence**...quality, performance, ambition
- **Respect**... humanity, diversity, courtesy
- **Involvement**...inclusion, partnership, contribution
- **Trust** ...ethical, reliable, consistent
- **Justice** ... fairness, voice, leadership

Role Summary

- Grant-funded, fixed term role (24 months)
- The Public Health Improvement Coordinator, based at the IPH Belfast office will work closely with Ulster University colleagues on the *Walk with Me* Programme (see appendix one). They will work alongside our partners at Ulster University to assist with the recruitment of the volunteer participants and their peer mentors for this intervention-based research programme. In collaboration with our Ulster University partners, the role will deliver the training for the peer mentor cohort. They will also coordinate and support the network of volunteer peer mentors through this two year programme. The role will require the extraction of learning from the programme to help research, policy and practice.
- This role will be based at our Belfast Office but will involve travel across NI. IPH offers a hybrid working model with some element of home-working, combined with on-site work.
- As this role will require regular travel within NI, the successful candidate must be in a position to travel to locations across Northern Ireland.
- Our all-island status requires engagement with stakeholders on a North-South and also an East-West basis. The successful candidate should be in a position to also travel to Dublin for meetings and events where required.

Key Duties and Responsibilities

The principle duties attached to the role are:

- To assist with the recruitment of 348 participants aged 60+ and a pool of volunteer peer mentors for the *Walk With Me* programme (in conjunction with Ulster University).
- To deliver the *Walk With Me* Training Programme for volunteer peer mentors.
- To provide ongoing support to, and coordination of ,the peer mentors on the *Walk With Me* Programme.
- To organise events and host meetings, including delivery of presentations on the programme.
- To work closely with the wider *Walk With Me* Team based at UU in the delivery of the programme.
- To promote the *Walk With Me* Programme and to disseminate the on-going learning.
- To extract the learning for research, policy and practice to help inform e.g. lay summaries, evidence briefings, policy briefings, academic papers.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated within the organisation and the overall business plan.

Person Specification

	Essential skills	Desirable criteria
Qualifications	<ul style="list-style-type: none"> • Degree (Hons) in a relevant discipline. 	<ul style="list-style-type: none"> • Recognised physical activity qualification
Experience	<ul style="list-style-type: none"> • A minimum of 2 years community-based project experience 	<ul style="list-style-type: none"> • Experience of recruiting, supervising and training volunteers
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the benefits of physical activity, and the barriers to being physically active as we age. 	<ul style="list-style-type: none"> • Knowledge of behavior-change techniques
Skills	<ul style="list-style-type: none"> • Strong communication and people engagement skills • Good experience of using the Microsoft Office suite (Word, Excel, Outlook and Powerpoint). • Ability to work alone and effectively prioritise workload to meet the demands of the job. • Able to work effectively with others in a team openly and collaboratively. 	<ul style="list-style-type: none"> • Familiarity with Online platforms e.g. Zoom, Teams. • Familiar with social media platforms and group communication methods

Particulars of Office

- The appointment is: full-time, fixed term for 24 months
- **Annual Salary:** The salary scale attached to this position is £25,167 - £34,218
- **Working Hours:** 35 hours per week, excluding breaks.
- **Location:** IPH Belfast office and some travel across NI;
- **Travel Requirements:** The Institute has offices located in both Dublin and Belfast, and travel to both cities is routine. Occasional EU and wider UK travel may be required.
- **Annual leave entitlement:** 23 days per annum (excluding public holidays)
- **Policies / Legislation:** All IPH policies and procedures form an integral part of an employment contract and may be subject to update and revision. Employees are always required to comply with IPH policies and procedures.
- **Application Process:** IPH is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 to 2015.
- All applicants should use this link to submit their application:
<https://instituteofpublichealth.hrpartner.io/jobs>
- You will be asked to complete an application form when submitting both your c.v. and cover letter, which also form part of the application process.
- Applications must be received by 5pm on the closing date of the competition. Late applications will not be accepted. All applications are treated in strict confidence.
- **Shortlisting:** Shortlisting will be carried out based on information supplied on your application. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your application may result in you not being called forward to the next stage of the recruitment process.
- **Recruitment stages:** Please note that this recruitment process consists of a 3-stage process:
 1. A completed application which includes an application form, a cover letter and an up to date c.v. (3 pages max) to be received by the deadline stated.
 2. Following receipt of applications and a screening process, successful candidates will

be invited to interview. It is currently anticipated that candidates will be offered a choice of a face to face, or an on-line interview. The interviews will require a presentation, details of which will be shared when invited to interview.

3. The process continues after the interview and includes right to work validation, clearance checks such as references, Access NI clearance, and validation of qualifications and experience. A job offer will only be made subject to satisfactory clearances and eligibility to work in Northern Ireland .

Communication: Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number and email address provided are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

- **Disability:** Please contact us at any stage of the recruitment process if special arrangements are required.
- **Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

Application address: <https://instituteofpublichealth.hrpartner.io/jobs>

Contact Details: jobs@publichealth.ie

Appendix One

Walk with Me

A community-based, peer-led walking programme for older people.

Background

Many older adults would benefit from being more physically active, especially those living in areas of socioeconomic disadvantage. Interventions delivered by peer mentors (trained members of the public) have shown promise at increasing people's physical activity levels in previous research, but their effectiveness in this population is unknown.

Aim

The aim of this project, led by Ulster University, is to determine if a peer mentor can help older adults increase their physical activity over one year compared to a control group. We aim to recruit 348 inactive older adults aged 60 years and over living in socio-economically disadvantaged communities, mainly through General Practices and community groups.

The intervention

Participants will be allocated by chance to one of two groups. One group will be paired with a peer mentor for a 12-week walking programme. The other group will be a 12-month wait list group. The peer mentor will meet with the participant each week with the aim of supporting them to increase their activity and find opportunities in the local community to engage in other programmes so they can maintain their activity. We will measure if the programme works using an activity monitor. All participants will be asked to wear this for one week at the start and end of the programme and after 12 months. We will also discuss the impact of the programme with some participants and peer mentors to understand their views of the Walk with Me programme.

Key research questions

The key questions that this study will answer are whether the Walk with Me intervention will help inactive older adults become, and stay active, and what the costs and benefits are for older adults and the NHS. The findings will be shared with the public, older adults' groups and public health staff through social media, blogs, reports, presentations, and research papers.