

South Dublin County Partnership

Healthy Food Made Easy Coordinator

35 hours / week

South Dublin County Partnership, in partnership with HSE Health & Wellbeing, delivers a suite of training courses and workshops in local communities to help people make healthy eating and lifestyle choices. A vacancy has arisen for a full-time Healthy Food Made Easy Programme Coordinator position in South Dublin County Partnership.

Position Summary

The Coordinator of the Healthy Food Made Easy Programme will organise and oversee the delivery of a suite of training courses and workshops, from the 6-week Healthy Food Made Easy course to Cool Dudes for children and the unique Weaning Workshop. The courses are delivered in community settings in the Tallaght, Clondalkin, Palmerstown, Lucan, Newcastle, Kildare & West Wicklow areas. The position requires to liaise with community dietitians and peer leaders and also deliver courses yourself as appropriate.

Job Description

The Food and Health Programme consists of a number of initiatives based on providing training courses around making healthy eating and lifestyle choices. The aims of the programme are:

- To provide participants access to much needed information and training around their own and their families' nutritional needs
- To improve attitudes towards food and encourage healthy eating practices
- To empower participants to make healthy, nutritious and economical food choices for themselves and their families

The "anchor" programme is the HSE-developed Healthy Food Made Easy course, in which members of the community are trained as peer leaders to deliver the 6-week course to groups in their local area. Healthy Food Made Easy (HFME) is a practical course which helps participants to plan meals, shop, cook and eat in a healthy way. Other programmes include Cool Dudes (for 9 – 13-year-old children), Healthy Hearts and Baby Food Made Easy (weaning workshops).

The coordinator is responsible for coordination and delivery of the programme and, in conjunction with relevant partners, develop additional interventions where needs in relation to healthy eating and lifestyle are identified. The worker will also work with the Health House coordinator and the management of the Clondalkin Health House.

Key Roles and Responsibilities:

Manage the project at a local level

- Publicise courses and target new groups, prepare flyers, posters and promote programme.



Tackling poverty
and social exclusion

SDC South Dublin County Partnership
CLG. is registered under Company
Reg No.520670. CHY20825 / 20082949

Directors

Padraig Rehill
Lynn Broderick
John Curran
Mary Doyle
Betty Tyrrell Collard
Mick Duff
Leon Diop

Sinead Mahon
Emma Murphy
Charlie O'Connor
Guss O'Connell
Baby Pereppadan
Joe Rynn

Company Secretary: Tricia Nolan

- Identify appropriate community groups, “sell” the course and organise delivery.
- Assign Peer Leaders for all courses / roster for weaning programme.
- Coordinate with partners both internally and externally to ensure programmes are meeting target groups within the communities.

Course delivery & development

- Deliver weaning workshop's.
- Deliver Healthy Food Made Easy course where appropriate.
- Identify additional needs in communities for nutrition and lifestyle interventions.
- Delivery of programmes are to be a high quality standard.

Work with peer leaders

- Coordinate training programmes being run with Peer Leaders.
- Ensure Peer Leaders have correct and accurate information.
- Have regular meetings with Peer Leaders.
- Keep Peer Leaders supplied with workshop materials, course handbooks & necessary equipment packs.
- Assist with the training of new Peer Leaders.
- Advertise and recruit new Peer Leaders when required using SDCP Procurement Policies.

Reporting

- Required reporting for senior manager, Slaintecare and HSE.
- Record and analyze evaluations of courses.
- Provide quarterly reports regarding courses, attendance, finance etc.
- Liaise with the Community Dietitians & Dietitian Manager.
- Liaise with Line Manager for annual funding application to Health Promotion Service.

Administration

- Check peer leaders' expenditure.
- Arrange Peer Leaders payments for delivery of workshops and courses.
- Invoice Host Groups and ensure payments are received.
- Keep records of Project's income and expenditure.

Collaborating

- Participate in the Health & Wellbeing Team and attend meetings to share learning and identify joint initiatives.
- Participate in Health Awareness activities such as Health awareness month and health promotion activities throughout the year.
- Liaise with wider SDC Partnership staff team.

General

- This is not an exhaustive list of duties and responsibilities, and the successful candidate may be required to undertake other duties, in discussion with their line manager.

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
TRAINING & QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant third level qualification or significant relevant work experience. • Full & current driver's license 	<ul style="list-style-type: none"> • Degree or Diploma in Community Development, Social Studies , Health promotion, Nutrition or Adult Education • Trained in the HFME Programme
EXPERIENCE	<ul style="list-style-type: none"> • Experience delivering training / workshops to adults and children in community settings • Experience coordinating activities in a community setting • Experience of successfully helping people to make changes in their lives that affect their health and wellbeing 	<ul style="list-style-type: none"> • Experience of partnership working, inter-agency collaboration, negotiation and liaison with other organisations • Experience in working with (peer) leaders / tutors
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Knowledge and understanding of issues and principles of delivering training in community settings (adult education, community development) • Knowledge and understanding of community development • Facilitation skills • Strong administration and reporting skills 	<ul style="list-style-type: none"> • Report writing skills • Knowledge of nutrition and health promotion / healthy lifestyles • Knowledge of funding applications
Communication/ Interpersonal Skills	<ul style="list-style-type: none"> • Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals • Ability to be innovative and be resourceful • Ability to show sensitivity towards participants' needs and empower them to make changes • Ability to use independent judgment and to manage and impart confidential information. • Strong verbal and written • Communication skills and the ability to present effectively 	<ul style="list-style-type: none"> • Good influencing skills • Ability to create attractive promotional materials, update social media • Have an understanding of barriers to making health and lifestyle changes
Special requirements for this position.	<ul style="list-style-type: none"> • Full clean driving licence and own transport are essential for the position 	

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	<ul style="list-style-type: none"> Working some unsocial hours may be required 	
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The post is subject to Garda vetting.

Remuneration Package & Benefits:

- The salary for this position range €33-810 - €47,205 Project Worker Salary Scale and will be based on the successful individual's qualification and experience.
- Training and development support.
- Excellent Pension of 10% employer's contribution after successful probation period.
- Access to HSF private health insurance.
- 35 Hour per week (full time).
- Employee Assistance Programme (EAP)

Application Process:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential application form marked:

Healthy Food Made Easy Coordinator Ref: 123/2024 to:

Administration & Operations Department, South Dublin County Partnership, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12

OR alternatively email your application to jobs@sdcpartnership.ie – subject box to be marked:

Healthy Food Made Easy Coordinator Ref: 123/2024

Closing date for receipt of applications: **12pm, 2nd February 2024**

Note no late applications will be accepted.

South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.



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