



THINK AHEAD & ENGAGEMENT PROGRAMME LEAD

Irish Hospice Foundation's vision is of an Ireland where people experiencing dying, death and bereavement are provided with the care and support they need. As part of our vision, we believe that people have the right to be cared for, and to die with dignity and respect, in the care setting of their choice. We are also committed to creating a safe space for people to have conversations on death, dying and bereavement to reduce fear, isolation and poor information. We continue to develop our capacity in community engagement and use the strength of advocacy and research to support arts, cultural and creative responses.

Our Think Ahead & Engagement Programme Lead is a critical role in building even greater awareness and deeper engagement on dying, death and bereavement. The role will be focused on developing and delivering an agreed programme which will increase participation in Advance Care Planning through the use of our Think Ahead Planning Pack and supporting materials. The lead will ensure that the Assisted Decision Making (Capacity) Act 2015 and Advance Healthcare Directives specifically are understood by IHF's public and healthcare audiences.

RESPONSIBILITIES

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.

- Plan and implement national dissemination of our Think Ahead Programme through new and established initiatives.
 - Develop communication tools to promote and facilitate audiences in understanding the benefits of the programme through in-person, online and training materials.
 - Enhance awareness with target audiences to increase usage of the programme tools including Conversations over a Cuppa concept facilitation, ambassador development, tutorials and webinars.
 - Develop and grow Getting Your House in Order with Age Friendly Ireland.
 - Develop links to organisations to promote, engage and understand Advance Healthcare Planning and the benefits of our Think Ahead Programme. These include HSE, Mental Health Commission, in particular the Decision Support Services, local authorities etc.
 - Engage with NGO organisations, particularly those relating to older people with a view to assisting them in understanding the importance of end of life and bereavement issues and how they can support their members/audiences to engage in conversation.

- In partnership with the IHF Healthcare team, support the implementation of Advance Care Planning and our Think Ahead Programme.
 - Specifically ensure that healthcare staff have knowledge and understanding of the IHF programme and how it relates to the Assisted Decision Making (Capacity) Act and Advance Healthcare Directives.
 - Support ICGP initiatives for members to understand the programme and how it enhances their work with patients.
- Through public engagement initiatives promote greater discussion on dying, death and bereavement as envisaged by the People’s Charter on Dying, Death and Bereavement in Ireland.
- Support, planning and delivery of a biennial Forum on End of Life Conference and other outreach initiatives to promote the work of IHF.
- Work with IHF Research and Advocacy functions to use evidence based actions to bring about change in overall attitudes to dying, death and bereavement in Ireland through political and social change.
- Support and develop relationships with the wider IHF team to develop further mechanisms to garner information from the public about attitudes to dying, death and bereavement.

SKILLS QUALITIES AND ATTRIBUTES

- A people person who can relate to others and demonstrate empathy.
- Ability to assimilate complex information and communicate it in a way that is easy to understand.
- Ability to be creative in promoting the charity to a wide range of individuals and external audiences.
- Excellent organisation skills
- Energetic and enthusiastic self-starter with a high degree of personal drive and initiative.
- The ability to work alone and in a team, tolerate ambiguity and uncertainty, and creatively transform challenges to opportunities.
- An interest in and understanding of a health promotion approach toward palliative, end of life and bereavement care and of the IHF’s public engagement components such as Think Ahead and the People’s Charter on Dying, Death and Bereavement in Ireland.
- Demonstrable belief and understanding of the importance of palliative and end-of-life care
- Strong advocate for quality end-of-life care and commitment to the work of IHF.

QUALIFICATIONS AND EXPERIENCE

- 3rd level qualification in a relevant discipline which includes health promotion, public affairs, healthcare programme management, community development or health care.

- At least 5 years track record in programme development and implementation in the health or social care field.
- Proven experience of building relationships and ability to work constructively in partnership with other groups and organisations. Strong diplomatic and negotiation skills.
 - Use existing networks and relationships to enhance the development of the programme.
- Programme and project management experience with a strategic focus and experience of initiation and completion of programmes.
- Knowledge and experience of working with NGOs/charities or healthcare settings and in engaging with the public.
- Experience of planning and budgetary control.

IHF uses a Competency Framework as a key cornerstone of its performance management processes. The priority skill and behavioural competences identified for this role are:

IHF Requirements	Specific skills to be demonstrated
Management and Delivery	
	Project management: Identifies, plans for and implements change projects and initiatives effectively in collaboration with others
	Operational expertise: Applies knowledge, skills and abilities to fulfil requirements of the role effectively in the context of the operational area and function
	Results orientated: Can deliver results in challenging situations with and through others, strives to exceed expectations and creates maximum value
	Quality improvement: Delivers quality for customers and stakeholders in everyday work through high standards, effective problem-solving and continuous improvement
Technical competencies	
	Capacity to critically analyse, assess and make decisions on issues
	Evidence-based decision-making: Critically seeks information and research findings, exploring a range of potential sources, to ensure that a broad set of inputs, both quantitative and qualitative, are used to inform decisions and recommendations
	Knowledge of relevant codes of practice and awareness of relevant legislation and regulations, such as the Assisted Decision Making (Capacity) Act and Assisted Dying Bill.
	Resource management: Manages available resources to achieve the best outcomes
	IT literacy to include SharePoint, Teams, Zoom, Microsoft Office Suite
	Staff management skills
Communications skills	
	Ability to communicate at a senior level, across the organisation as a whole and with external stakeholders
	Excellent communicator – must be a powerful public advocate for the work of IHF
	Good professional writing skills
	Develops and delivers key messages and documentation based on quality inputs and consultation with others. Presents authentic, clear, easy-to-understand information that is impactful and tailored to the needs of the audience
	Ability to demonstrate their empathy

Behavioural competencies	
	Ability to work with diverse and passionate colleagues
	Relationship-building acumen with stakeholders and others
	Good people management skills
	Self-starter, hands-on and pro-active
	Resilience and flexibility: Capacity to manage self in changing and uncertain environments
	A strong sense of value and awareness of culture with a positive attitude and willingness to add to the work of the IHF
	Professional integrity and an ethical approach to business
Additional skills / factors (desirable but not essential)	Experience of the charity / not for profit sector

TERMS AND CONDITIONS

This full-time role, reporting to the Head of Marketing & Communication, will be based at the IHF's offices on Nassau Street, Dublin 2. We expect this to be a hybrid role as we evolve from Covid-19. Necessary travel to sites across Ireland is expected.

The annual gross salary for this role is circa €45-€50k depending on experience and fit.

Other benefits include

- ✓ A 10% employer's contribution to a company contributory pension scheme (subject to a 5% employee contribution)
- ✓ Annual leave of 23 days
- ✓ Closure of the office on Good Friday, half day Christmas Eve and time between Christmas and New Year in addition to annual leave entitlement
- ✓ Life Assurance and Death in Service benefit
- ✓ Further Education & Training support
- ✓ Travel (bike-to-work schemes/tax saver commuter tickets)
- ✓ A range of flexible leave policies
- ✓ Hybrid work arrangements

A complete list of all the terms and conditions will be made available to the candidate offered the role through IHF's Employee Handbook. IHF is an equal opportunities employer.

APPLICATION PROCEDURE

Closing date for applications is **Friday 11th February 2022**.

Applications by e-mail to recruitment@hospicefoundation.ie under the heading:
Think Ahead & Engagement Programme Lead.

- 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.
- Applicants will be short-listed on the basis of information supplied.
- Interviews will be held between **18th and 22nd February 2022.**
- 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.