NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Sport Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Chris Halliday

Name

Organisation/

Sport Northern Ireland

Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

Address

Telephone Fax number

028 90383839

N/A

Number

[chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

E-mail

Type of Opportunity

Mental Health & Wellbeing Coordinator

Temporary Opportunity – Until 31 October 2020

**2. Details of hosting opportunity**

Description of opportunity

Sport Northern Ireland is a leading public body for the development of sport in Northern Ireland, and an Arm’s Length Body of the Department for Communities (DfC).

Sport Northern Ireland is based at the House of Sport in Belfast, and operates a National Outdoor Centre at the base of the Mourne Mountains, Tollymore National Outdoor Centre. Sport Northern Ireland also manage the Sports Institute which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster, the Sports Institute prepares Northern Ireland’s best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

The Mental Health and Wellbeing Coordinator will assist, plan and co-ordinate activities aimed at supporting governing bodies of sport, sports clubs and community/voluntary sector organisations to increase their capacity to promote positive mntal health and wellbeing.

Main objectives of the opportunity

The main areas of responsibility of the Mental Health and Wellbeing Coordinator are listed below

* Plan and co-ordinate activities aimed at getting governing bodies of sport to adopt evidence based programmes to promote positive mental health and wellbeing.
* To implement the project plan and ensure targets are met.
* To coordinate successful recruitment and engagement of governing bodies of sport.
* To develop the coordination of approved training sessions associated with the project.
* To liaise with relevant training providers ensuring high-quality provision and standards are maintained.

A full Job Description can be located in Annex A

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate will need to demonstrate:

* A degree in a relevant discipline
* A minimum of 2 years full-time (or part-time equivalent) demonstrable experience of working with and supporting a range of stakeholders to achieve shared goals and objectives.
* A minimum of 2 years full-time (or part-time equivalent) demonstrable experience of developing and implementing regional based policies, strategies and programmes relating one or more of the following areas:
* Sport;
* Mental Health; and
* A minimum of 2 years full-time (or part-time equivalent) demonstrable experience of outreach, including the facilitation/delivery of workshops, seminar, conferences.
* Experience of providing training and support in the area of mental health and wellbeing to people involved in sport.

**4. Personnel: Please state below**

Who will the individual report to?

Head of Performance Skills

Who will be the individual’s line manager and/or reporting officer?

Head of Performance Skills

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

**Individual**

* Experience working in a department within an Arm’s Length Body;
* The broad range of experience and responsibility from working closely with Professionals in this area;
* Working with a wide spectrum of stakeholders across the public sector and building on relationships and networks (both established and new);

**Parent Organisation:**

This opportunity will enrich the potholder’s experience and develop his/her abilities in a broad range of areas whilst dealing with an extensive range of key stakeholders and the associated networking benefits.

**Host Organisation:**

This opportunity will provide Sport NI with an experienced staff member who will play a pivotal role in this area and the wider organisation.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** As soon as a suitable candidate has been identified and a release date has been agreed.

**Duration:** It is anticipated that this opportunity will continue until 31st October 2020. Any further extension will be subject to the agreement of all parties and funding.

**Location:** House of Sport, 2A Upper Malone Road, Belfast

**Salary:** Staff Officer £30,149-31,760 salary and other related costs will be funded by Sport NI.

**Funding:** Sport NI will fund from existing budgets.

**Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.

**Further Information:** For further information about the post please contact Chris Halliday in Sport NI on 02890383839, or by email at [chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

**Closing date**: 5.00pm, Friday 02 November 2018.

**7. Endorsement**

**Interchange Manager**

Chris Halliday

Signed

15 October 2018

Date

Annex A

**SPORT NORTHERN IRELAND**

**JOB DESCRIPTION**

**Job title:** Mental Health and Wellbeing Coordinator

**Grade:** Staff Officer

**Responsible to:** Head of Performance Skills

**JOB PURPOSE**

To encourage strategic and joined-up working to oversee the delivery of *Wellbeing in Sport Action Plan 2018-2023* which is aimed at supporting governing bodies of sport, sports clubs and community/voluntary sector organisations to increase their capacity to promote positive mental health and wellbeing.

**MAIN AREAS OF RESPONSIBILITIY**

1. To plan and co-ordinate activities aimed at getting governing bodies of sport to adopt evidence based programmes to promote positive mental health and wellbeing.
2. To implement the project plan and ensure targets are met.
3. To coordinate successful recruitment and engagement of governing bodies of sport.
4. To develop the coordination of approved training sessions associated with the project.
5. To liaise with relevant training providers ensuring high-quality provision and standards are maintained.
6. To promote Mental Health and Wellbeing in Sport programmes and awareness campaigns.
7. To work in partnership across the public, private and community/voluntary sectors to formulate appropriate policy and strategic responses to improve mental health and wellbeing outcomes for those involved in sport in Northern Ireland
8. To identify and disseminate examples of good practice in the development and delivery of the Wellbeing in Sport Action Plan.
9. To produce and enhance existing, best practice guidelines on the development, delivery and implementation of mental health and wellbeing interventions
10. To market and promote the project, including the use of digital information, to maximise the sharing of information and increase knowledge of the importance of wellbeing in sport
11. To improve the sports sectors knowledge of mental health by providing guidance aligned to their individual needs and aspirations
12. To ensure appropriate and timely monitoring, reporting and evaluation of the project
13. To work within the agreed budget.
14. To work effectively with all Sport NI staff and other services, elected members, health organisations, and voluntary and statutory agencies such as the Public Health Agency and sports providers.
15. To take an active part in the preparation and participation of Performance and Development Plans