



JOB DESCRIPTION

SECTION 1 – JOB DETAILS

Job title:	PREPARE Programme Co-ordinator x 2 Belfast & Glasgow
Reports to:	Head of UK Healthy Cities and Towns Network
Responsible to:	Chief Executive
Location:	Belfast Healthy Cities (Hybrid) 22-24 Lombard Street Belfast, BT1 1RD Glasgow City Council (Hybrid) 231 George Street Glasgow, G1 1RX
Salary:	Agenda for Change NI (AfC) £44,962 plus 8% employer pension contribution and life assurance scheme
Type of Contract:	Full-time (35 hours per week) 3 year fixed contract

SECTION 2 – JOB PURPOSE

The city of Belfast is a designated member of the World Health Organization (WHO) European Healthy Cities Network and has been since its establishment in 1987. Belfast Healthy Cities (BHC) has worked successfully during these years to implement the WHO requirements for designated cities within the local policy, political and administrative arrangements.

As secretariat for UK Healthy Cities and Towns Network, BHC will lead PREPARE. A three-year UK-wide programme, working with the members, including Glasgow City Council and the UK Healthy Cities & Towns Network, alongside community, voluntary and statutory sector partners.

The programme will support communities to prepare for climate and health emergencies by bringing together lived experience, community knowledge and statutory emergency planning. It will create opportunities for communities to influence preparedness planning, develop practical tools and resources, and strengthen connections between communities and emergency planning structures.

PREPARE will deliver community preparedness conversations in Belfast and Glasgow; develop a lived-experience evidence brief; co-produce and test a Community Preparedness Framework; develop training resources for community and voluntary organisations; and produce policy learning for local and national emergency planners.

Learning will be shared across the UK Healthy Cities and Towns Network and the WHO Healthy Cities Network.

Cities is seeking two experienced Programme Co-ordinators to play a key role in the successful delivery of PREPARE. Working closely with the Head of the UK Healthy Cities and Towns Network and project partners, the postholder will provide senior-level programme co-ordination. Building effective relationships with community and voluntary organisations, local authorities, Healthy Cities partners and other stakeholders, ensuring that activity is well planned, connected and delivered to a high standard.

The postholder will have responsibility for coordinating activity across their location, supporting community participation and co-production, maintaining an overview of programme progress and ensuring that learning is captured and shared.

This is a UK-wide programme, co-ordinated from Belfast, and each postholder will require occasional travel across the UK, including to Belfast and Glasgow and other locations as the programme develops.

Key Responsibilities

1. Programme Co-ordination and Delivery

- Co-ordinate the day-to-day delivery of assigned elements of the PREPARE programme, working closely with the Head of UK Healthy Cities and Towns Network and partner organisations.
- Coordinate activity across allocated area – either Belfast or Glasgow, and contribute to the wider UK Healthy Cities and Towns Network.
- Co-ordinate city specific programme focus, Belfast – Health in All Policies and Emergency Preparedness, and Glasgow - Climate Place and Health with youth and older people
- Monitor progress against agreed outcomes, deliverables, timescales and budgets, escalating issues where appropriate.
- Organise and facilitate programme meetings, partnership meetings, workshops, learning sessions and events.
- Ensure effective communication and information flow between project partners and stakeholders.
- Contribute to programme monitoring, evaluation and learning.

2. Partnership and Stakeholder Engagement

- Develop strong and constructive relationships with local government, community and voluntary organisations, statutory partners, emergency planning structures and Healthy Cities networks.
- Support effective engagement between community organisations and statutory emergency planning structures.
- Represent UKHCTN at relevant meetings, events, networks and conferences across the UK.
- Build relationships with organisations that can support the wider adoption and sustainability of PREPARE learning.
- Contribute to knowledge exchange through the UK Healthy Cities and Towns Network and, where appropriate, the WHO Healthy Cities Network.
- Support the recruitment and retention of new towns and cities as members of the UKHCTN to support sustainability of the network.

3. Community Engagement and Co-production

- Support meaningful participation by communities in the design, development and testing of PREPARE.
- Work with communities to ensure lived experience is recognised as a valuable source of evidence and expertise.
- Support inclusive approaches to participation, particularly with communities and groups who are often under-represented in climate and emergency planning.
- Help organise and facilitate community conversations, workshops and co-design activity.
- Ensure that community perspectives are effectively captured, communicated and reflected in programme development.

4. Community Preparedness Framework

- Support the co-production, development, testing and refinement of the PREPARE Community Preparedness Framework.
- Coordinate contributions from communities, local authorities, voluntary organisations and statutory partners.
- Support testing and simulation activity with relevant partners.
- Capture learning from testing and use this to inform subsequent development.
- Contribute to the finalisation and dissemination of the Framework.
- Support the development of practical guidance and resources that can be used by communities and organisations across the UK.

5. Research, Evidence and Learning

- Support participatory research and evidence gathering throughout the programme.
- Help capture and synthesise lived experience of climate and health emergencies.
- Contribute to the development of the lived-experience evidence brief.
- Identify emerging learning, good practice, challenges and opportunities across programme activity.
- Work with partners to translate community experience and programme learning into practical recommendations.
- Contribute to policy briefings and other outputs for local and national emergency planners.

6. Communications, Dissemination and Networking

- Support the development and delivery of the PREPARE communications and dissemination programme.
- Contribute to national workshops, peer learning sessions, digital knowledge sharing and project events.
- Help ensure learning is accessible and useful to communities, practitioners, policy makers and emergency planners.
- Support the sharing of PREPARE learning across the UK Healthy Cities and Towns Network.

- Contribute to international knowledge exchange through the WHO Healthy Cities Network.
- Support the development of case studies, briefings, presentations, reports and other communications materials.

7. WHO European Healthy City Representation

- Represent UK HCTN on WHO networks and working groups, including the annual conferences and business meetings; support Belfast representatives on Working Groups.
- Represent PREPARE on UK Healthy Cities and Towns and other networks.
- Proactively identify and develop networks and linkages within WHO networks as well as locally.

SECTION 3 - Person Specification

You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted.

Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

Criteria will be measured at three stages. The following outlines the stage at which each criterion will be measured. Criteria that will be initially measured at shortlisting stage, may also be further explored during the interview/selection stage. Criteria that indicates test/interview will be measured during the test stage which may be carried out immediately before the interview or at the interview stage.

Qualifications - Essential criteria

Relevant degree and two years' relevant experience working in one of the following areas: People, Place, Participation, Prosperity, Peace, Preparedness and Planet (Application form).

OR

Five years' experience working in one of the above 7 P themes (Application form)

Experience - Essential Criteria

- Co/designing, delivery and monitoring of projects involving multiple stakeholders (Presentation/Interview)
- Design and delivery of presentations/workshops/training events that engage a wide range of stakeholders (Presentation/Interview)
- Production of high-quality verbal and written reports including written summary reports; experience of public speaking (Application Form)
- Working with a range of stakeholders at a policy and local level; developing and maintaining effective working relationships with groups and individuals with differing perspectives and agendas (Interview)

Knowledge - Essential criteria

- Social, environmental, commercial and economic determinants of health; health inequalities and the role of the private, public, voluntary and community sectors that contribute positively to health (Application Form/Interview)

- Knowledge and understanding of the value of partnership working and a community development approach (Application Form/ Interview)

Desirable criteria

- Current government policy which has an impact on WHO Healthy Cities relevant themes, health and health inequalities (Application Form/ Interview)
- Area specific knowledge and experience using a place-based approach. City specific programme focus, Belfast – Health in All Policies and Emergency Preparedness, and Glasgow - Climate Place and Health with youth and older people (Application Form/ Interview)

Skills - Essential criteria

- Excellent written communication skills with the ability to assimilate and summarise information rapidly, including drafting high quality presentations and reports (Application Form)
- Ability to act on own initiative, motivate, network and maximise opportunities and input, for the delivery of programmes (Interview)
- Ability to take responsibility for own workload within agreed priorities and timescales, as well as being a team member and contributing to team work plans (Application Form)
- Ability to work with senior public sector officers, community organisations; develop and maintain effective networks at all levels, establishing personal credibility (Application Form/Interview)
- Proficient in computer skills with a working knowledge of Microsoft Word; Outlook; Microsoft PowerPoint and Excel/Access Databases (Application Form)

GENERAL**Essential criteria**

- Willing to be flexible and contribute to BHC working environment (Application Form)
- Willing to participate in UK/Ireland/European meetings/Conferences or Working Groups as identified (Application Form)
- Demonstrate a commitment to equal opportunities and anti-discriminatory practices (Application Form)
- Willing to be flexible in respect of working hours (Application Form)
- Ability to work within the aims and objectives of Belfast Healthy Cities (Application Form)

The Post holder will be subject to an enhanced Access NI check, and Disclosure Scotland, as relevant.

Currently all Belfast Healthy Cities staff are working a hybrid model, with office and home based arrangement.

What We Offer

This is an opportunity to play a key role in an innovative UK-wide programme that connects community experience with climate, health and emergency preparedness.

The postholder will work within Belfast Healthy Cities and alongside an established partnership involving local government, community and voluntary organisations and national



and WHO Healthy Cities networks. The programme provides opportunities to develop relationships and share learning across the UK and internationally.

To apply: Email your completed application and monitoring form to caroline@belfasthealthycities.com

Closing date: Wednesday 4 November 2026 at 4:00pm

In person interview date:

Belfast - Tuesday 17 November 2026

Glasgow - Tuesday 24 November 2026

Belfast Healthy Cities is committed to equality, diversity and inclusion and welcomes applications from people with diverse backgrounds and lived experiences.

Notes: This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.