

We are hiring!

Active Healthy Me
Programme Lead

www.actedisability.ie

Active Healthy Me Programme Lead

Closing date: Applications to be received no later than **12 noon** on **Friday 15th of August**.

Interviews: Interviews for shortlisted candidates will take place in person.

Salary: Remuneration will be dependent on qualifications and experience.

Location: Excellent working conditions in our offices located at the Kerry Sports Academy Co. Kerry or Irish Sport HQ, Sport Ireland Campus, Dublin 15. The successful candidate will be based in one of our offices and this will be their registered place of work. Opportunity for hybrid working arrangements also available.

Company benefits: Access to Active Disability Ireland benefits, outlined in final page of this advert.

Contract type: This is a 1-year fixed term contract, renewal subject to continued annual funding from our funding partners.

Background:

With the support through the Health Service Executive (HSE), Active Disability Ireland is excited to be advertising for the position of Active Healthy Me Programme Lead to join our team.

This role will require work to support the national delivery of the Active Healthy Me Programme across HSE registered day services, residential services and private health organisations invested in the delivery of health promotion programmes to their users.

The role requires the person to develop and sustain a robust framework of products and services expanding on the already successful delivery, to increase the growth and recognition of the programme. The role will also require the lead to work closely with a dynamic team to bring our training and education offerings to a national level.

As the programme grows, the lead will also be responsible for managing the Learning Management System and integrating future iterations of the Active Healthy Me Programme. This includes incorporating new content, resources, and videos from the "I'm In Too" campaign.

The ideal candidate will demonstrate exceptional communication skills, a strong drive for success, and a high level of ambition and creativity. They will be dedicated to advancing organisational growth and enhancing opportunities for individuals with disabilities across all facets of our organisation.

Background:

Active Disability Ireland, with the support of the Health Service Executive (HSE), is seeking to appoint a full-time Active Healthy Me Programme Lead. This role will focus on enhancing and expanding opportunities for people with disabilities to engage in sport and physical activity across Ireland. The successful candidate will work collaboratively with HSE services, Government Departments, Local Sports Partnerships, National Governing Bodies, and key stakeholders across the health, sport, education, and community sectors. Active Disability Ireland is committed to fostering strong partnerships at both national and local levels to improve the range and quality of inclusive participation opportunities in sport and physical activity for people with disabilities.

For over 18 years, Active Disability Ireland has led efforts to increase awareness and understanding of disability inclusion in sport and physical activity across multiple sectors. We believe in the importance of empowering communities to create more inclusive environments and in supporting the implementation of national policies that promote equitable access. The appointed lead will play a key role in supporting, advancing, and promoting the continued development and growth of the Active Healthy Me programme. This is an opportunity for a highly motivated, driven individual to contribute to our vision of 'An Ireland where people with disabilities have equal opportunity to be active' and play a key role within a dynamic team operating in a rapidly evolving national pan disability sport and physical activity organisation.

Key Responsibilities

- Contribute to the successful delivery of Active Disability Ireland's strategic objectives, specifically those aimed at enhancing opportunities for people with disabilities to participate in sport and physical activity within their local communities.
- Develop and maintain strong, collaborative relationships with HSE Disability Services and the Healthy Eating Active Living (HEAL) Department to support the continued growth and success of the Active Healthy Me programme.
- To actively engage and collaborate with relevant government departments to support the strategic implementation, promotion, and integration of the Active Healthy Me programme.
- Align with national health, disability, and physical activity policies. This includes contributing to policy development, advancing cross-sectoral initiatives, and ensuring that the programme effectively supports government priorities in improving the health and wellbeing of people with disabilities.
- Lead the national rollout of the Active Healthy Me programme across HSE-registered disability day services, with a long-term focus on increasing the programme's reach, sustainability, and capacity.
- Design and implement a national support programme for HSE Residential Services, with the goal of enabling sustainable development and improving both individual outcomes and service delivery.
- Develop a business model to support the expansion of the Active Healthy Me programme into private healthcare providers and other relevant health sector organisations.
- Provide ongoing support to HSE practitioners, raising awareness of the Active Healthy Me programme and its benefits for service users within their regions.
- Ensure a standardised national approach to the training, resources, and support provided to the network of Health Improvement and Promotion Officers.

- Collaborate with Active Disability Ireland's Insights Researcher to evaluate the impact of the Active Healthy Me programme from the perspectives of service users, staff, and management within disability services.
- Work with the Insights Researcher to deepen the understanding of local sport and physical activity provision within adult day services and residential settings, and to foster greater collaboration and knowledge sharing across sport, health, and disability sectors.
- In partnership with the Training and Education Development Lead, design and deliver an awareness workshop for HSE staff, accessible through relevant platforms, to enhance understanding of the supports and opportunities available for people with disabilities.
- Oversee the successful planning and delivery of the bi-annual National Active Disability Service Awards, recognising excellence in inclusive service provision.
- Explore and assess the feasibility of an Active Disability Service Flag initiative, aimed at increasing awareness of the role disability services play in promoting active and healthy lifestyles.
- Establish and maintain strong communication with Local Sports Partnerships, ensuring consistent updates on the national rollout and encouraging their engagement with the programme.
- Promote the 'I'm In Too' initiative to amplify the voices and lived experiences of people with disabilities, and to raise awareness of the importance of inclusive participation in sport and physical activity.
- Champion the representation of people with disabilities across all Active Disability Ireland programmes and flagship events, ensuring their voices inform development and implementation.
- Develop and maintain a comprehensive database of national agencies and health promotion networks to increase awareness and reach of Active Disability Ireland's supports and programmes.
- Monitor and interpret relevant national policy and government initiatives to identify opportunities where Active Disability Ireland can contribute to the disability sector at both national and community levels.
- Support the planning and successful execution of Active Disability Ireland's annual flagship events, including the National Conference and National Inclusion Awards.
- Achieve operational goals and targets as set out in the organisation's performance management framework.

Person specification

Essential Qualifications and Experience:

- Minimum 3+ years' experience in programme management, preferably in health, disability, community development, or sport sectors.
- Demonstrated experience managing multi-stakeholder projects or programmes at a national or regional level.
- Strong understanding of disability inclusion, health promotion, and/or community engagement.
- Experience working with government bodies, healthcare systems, or the not-for-profit sector.
- Proven ability to develop strategy, evaluate impact, and manage budgets and timelines.

Key Skills & Competencies

- Exceptional interpersonal and stakeholder engagement skills.
- Capable and comfortable with managing a busy workload, able to prioritise tasks effectively, and meeting tight deadlines.
- Strong strategic thinking, organisational, and project management capabilities.
- Excellent communication skills (written, verbal, and presentation).
- Ability to work independently, flexibly, and as part of a multidisciplinary team.
- Skilled in data-informed decision-making and impact reporting.

Desirable:

- Qualification in public health, disability studies, community development, sport science, or related field.
- Knowledge of HSE structures, disability service and sport and physical activity provision in Ireland.
- Familiarity with inclusive sport/physical activity programmes.

Additional Information:

- National travel will be required.
- Flexibility in working hours to accommodate occasional evening/weekend events.
- Garda Vetting will apply to this role.

Application Process

Applicants must clearly demonstrate, with relevant examples, how they meet the essential criteria. Only those meeting the requirements will be shortlisted for the next stage.

Please note this job specification is not exhaustive and may be adjusted in line with organisational needs.

Note to all applicants:

Only those applicants who clearly demonstrate, by example, how they meet the criteria will go forward to the next stage in the recruitment and selection process.

Please note: This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity. You may be expected to perform different tasks as necessitated in the light of the changing needs of the organisation.

Suitable candidates should apply by completing the attached application. Closing date for applications is **12 noon on the 15th of August**.

Please submit your application form electronically to Cathriona Curtin, Business Support Manager at ccurtin@activedisability.ie

Queries may be directed to Stephanie Mac Sweeney Strategic Operations Manager at smacsweeney@activedisability.ie

Active Disability Ireland is an equal opportunities employer, and all applications will be treated in strict confidence. Should you require additional supports during the application or recruitment process, please let us know.

Employee Benefits



Paid annual leave starting at **23** days

- + 1 paid company day - Good Friday
- + 2 days after 3 years service
- + 4 days after 5 years service



Paid **Personal Days** starting at **3** days (Pro Rata)

- 4 Paid personal days after 1 years service
- 5 Total paid personal days after 2 years service



Enrolment to company pension scheme matched up to **5%** after successful completion of probation (**6 months** service)



1 day paid birthday leave after 2 years service



Hybrid working environment



Internal CPD in first 6 months

- + 2 development hours per week after completion of probation (6 months service)
- + External CPD opportunities after 1 years service

Company contributions for:

Maternity leave
Paternity leave
Adoptive leave



- + Paid leave for antenatal classes

365 day access to Employee Assistance Programme



2 days paid wedding leave

Other leave entitlements include:

- Carers' leave
- Parental leave
- Bereavement & Compassionate leave
- Force majeure leave
- Statutory sick pay



2 Annual teambuilding days



Bike to work scheme after 1 years service



Induction programme



Company sick pay scheme



Paid jury leave



Time Off In Lieu (Where applicable)

Annual **Volunteer** team day

