

JOB DESCRIPTION

SECTION 1 – Job Details

Job title:	Administrative Officer
Reports to:	Head of UK Healthy Cities and Towns Network
Responsible to:	Chief Executive
Location:	Belfast Healthy Cities Office 22/24 Lombard Street Belfast, BT1 1RD (Hybrid)
Salary	£29,114 pro rata
Type of contract:	3 year fixed term contract
Hours:	21 hours per week (Tuesday to Friday / flexible)

SECTION 2 – Job Purpose

The city of Belfast has been a member of the World Health Organization (WHO) European Healthy Cities Network since its establishment in 1988. Belfast Healthy Cities (BHC) represents the city within the WHO Network and works to implement WHO 'healthy city' requirements within local policy, political and administrative arrangements. The city currently focuses on seven key themes – Place; Prosperity; People; Participation; Planet, Prepare and Peace – addressing the social, environmental and economic determinants of health and health inequalities.

The main purpose of this role is to provide comprehensive administrative and coordination support to the delivery of the PREPARE programme, a community led programme with local authorities and organisations to understand and prepare for the impacts of climate change. The post holder will support programme activity, stakeholder engagement, and operations by ensuring effective administration, communication, and logistical coordination across the range of PREPARE initiatives and partnerships.

Principal Responsibilities

The post holder will report to the Head of the UK Healthy Cities and Towns Network and will support programme and organisational delivery through the following:

- Programme Administration and Coordination: Supporting the planning, organisation, and monitoring of programmes and training initiatives.
- Stakeholder, community and Partnership Support: Assisting with engagement activities, maintaining stakeholder and community records, and supporting partnership working.
- Organisational and Project Support: Providing administrative support for innovation, development activity, and funded projects.
- Communication and Events Administration: Support organisation of events, preparing materials, and supporting communication and knowledge-sharing activities in consultation with the Office Manager.

SECTION 3 – Specific Responsibilities

1. Programme Administration and Coordination

- Provide administrative support for the planning, implementation, and review of climate, health and wellbeing programmes for Belfast and Glasgow.
- Assist with the coordination and scheduling of programme activities, including meetings, workshops, and training sessions.
- Maintain accurate records of programme activity, outputs, and outcomes.
- Support the development and formatting of programme resources, toolkits, and training materials.

2. Stakeholder and Partnership Support

- Maintain stakeholder databases and contact lists, ensuring information is up to date.
- Assist with organising partnership meetings, including issuing invitations, preparing agendas, and circulating papers.
- Record minutes and track actions arising from meetings.
- Support communication with partners, including responding to queries and sharing relevant information.
- Occasional travel across the UK to support programme delivery as required.

3. Organisational and Project Support

- Provide administrative support for the development of project proposals, reports, and funding returns.
- Assist in collating information and data for monitoring, evaluation, and reporting purposes.
- Support the coordination of pilot initiatives and new areas of work from an administrative perspective.
- Ensure project documentation is maintained in line with organisational and funder requirements.

4. Communication and Events Administration

- Assist in preparing reports, presentations, and briefing materials.
- Support the organisation of events, seminars, and training sessions, including venue booking, registrations, and logistics.
- Support the development and scheduling of website and social media content.
- Maintain records of communications and promotional activities.

General

- Maintain accurate filing systems and project documentation across all areas of work.
- Coordinate meetings, including diary management, minute-taking, and follow-up actions.
- Ensure compliance with internal procedures and funder requirements.
- Provide administrative support to the wider team in Belfast and Glasgow as required.
- Contribute to effective team working and provide support across organisational activities as required.

This Job Description will be subject to review in light of changing circumstances and should be regarded as a guideline to the duties of the post. Other duties of a similar nature and appropriate to the role may be assigned from time to time.

Thanks to National Lottery players, PREPARE has received £1,496,584 from the Climate Action Fund, a long-term commitment from The National Lottery Community Fund to support communities across the UK to act on climate change and involve more people in positive environmental action.

PERSONAL SPECIFICATION

QUALIFICATIONS

Essential criteria

- Third level qualification or demonstrate the ability, experience and skills required at third level education. (Application Form)

EXPERIENCE

Essential criteria

- Five years complex administrative & clerical experience in an office environment (Application Form)
- Advanced software experience/skills in word, excel and PowerPoint and the ability to learn other packages or databases as required. (Application Form)
- Experience of recording and producing meeting minutes (Application Form)
- Experience of conference/event management and planning (Application Form)

SPECIAL SKILLS

Essential criteria

- Possess excellent oral and written communication skills (Interview)
- Ability to work with complex, sensitive or contentious information (Interview)
- Ability to use judgement and analytical/interpretive skills in challenging situations (Interview)
- Self-motivated with an enthusiastic manner and ability to build morale with team members and support high performance (Interview)
- Proven organisational ability with attention to accurate detail (Interview)

- Ability to work to tight deadlines and to adapt to a changing and developing environment (Interview)
- Ability to use initiative and work autonomously (Interview)
- Ability to analyse data and write reports (Application)

GENERAL

- Be able to work within the aims and objectives of Belfast Healthy Cities (Application Form)
- Have a commitment to equal opportunities and anti-discriminatory practices (Application Form)
- Be willing to be flexible in respect of working hours (Application Form)
- Be able to be flexible and supportive within the requirements of working as part of a small team (Application Form)

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

In person interview date:
Belfast Thursday 3 December 2026