**Job Description**

**Job Title:** Diabetes Education and Support Co-Ordinator

**Reporting to:**CEO

**Location:** Home based plus travel. Attendance in head office for team meetings and other meetings/events as appropriate. Head Office base also an option. Flexible Options available.

**About Diabetes Ireland**

Diabetes Ireland is the national charity in Ireland dedicated to helping people with diabetes. We achieve this by providing support, education and motivation to all people living with diabetes and their families. We raise public awareness of diabetes and its symptoms, fosters programmes for the early detection and prevention of diabetes complications and supports advances in diabetes care and research that will improve standards of care and quality of life for people with diabetes.

With our comprehensive support services, education programmes, health promotion initiatives, advocacy programmes and other activities, we constantly strive to provide what our members need to optimally manage their diabetes. Today, our aims are:

* to provide support, education, and motivation to people with diabetes, their families, and friends.
* to raise awareness of diabetes in the community and foster programmes for early detection and prevention of diabetes complications and its burden.
* to support and encourage advances in diabetes care and research that improves Quality of Life and Standards of Care.

**The Role**

We require a healthcare professional (nurse or dietitian) with knowledge and experience in diabetes care to be part of our Diabetes Education and Support Team to offer a range of accessible, approved and effective diabetes education and support services and programmes for people living with diabetes and their families and healthcare professionals working in diabetes care services.

**Main Duties and Responsibilities**

**Education and Support**

Working as part of our Diabetes Education and Support Team, the role will involve:

Co-ordination, delivery and evaluation of CODE (Type 2 Diabetes Structured Group Education Programme) providing practical management advice on living with the condition.

Development and delivery of a new programme of workshops around both practical and emotional health and wellbeing to support people living with Type 1 and Type 2 diabetes to lessen the burden associated with living with a long-term condition.

Provision of evidence-based diabetes and lifestyle advice on the management of diabetes for teachers, healthcare workers, carers and service providers in various community and other settings as required.

Development and delivery of a series of virtual education webinars, workshops and programmes providing practical management advice on all aspects of diabetes for both people living with diabetes and diabetes healthcare professionals.

Delivery of a range of education and awareness programmes/initiatives (virtual and in person) in various community settings such as the Sheds for Life programme and other community groups, schools, workplaces and service providers in long term residential settings.

Supporting the development of a new Enhanced Support Programme(s) for people living with diabetes and identifying resources for its implementation and delivery as appropriate.

Continuously promoting education, support and empowerment of people with diabetes and their families.

**Health Professional Education Support**

To develop, plan, promote and deliver the expanded annual Diabetes Ireland Conference & Exhibition (DICE).

Support the production of our “Diabetes Ireland Healthcare Professional Ezine”, “Diabetes Ireland Members” Magazine and “Diabetes & Cardiology Professional” identifying and reviewing appropriate content.

Provide CPD approved educational events and support to Diabetes in Pregnancy HCP teams, Diabetes paediatric teams, Chronic Disease Community Hubs, GPs and other professions as required.

Promote professional awareness of diabetes through greater partnership with continuing professional education networks.

**Diabetes Awareness and Health Promotion**

As a team member, design and implement the various health promotion strategies of Diabetes Ireland.

Develop, plan and implement diabetes awareness campaigns to promote awareness of diabetes and its associated complications

Write appropriate articles for Diabetes Ireland, Diabetes & Cardiology Professional and other media as required and be a Diabetes Ireland media spokesperson at regional and national level as required.

**Information Services**

Oversee our Helpline service, regularly reviewing and updating the helpline information glossary ensuring its accuracy and maintaining up to date information on all aspects of diabetes information and services.

Regularly review and update [www.diabetes.ie](http://www.diabetes.ie) content and social media content ensuring its accuracy in providing up to date information on all aspects of diabetes information and services.

As part of the team, support the re-development of [www.diabetes.ie](http://www.diabetes.ie) for launch in early 2025.

As a healthcare professional, respond to telephone, email and social media enquiries as appropriate and support the development of a new website.

Lead the revision and development of diabetes literature as required.

**Advocacy and Discrimination**

Support the advocacy efforts of Diabetes Ireland in seeking improvement in national and local diabetes services and access to new medications and technologies as required.

Strive to prevent diabetes discrimination in schools, workplaces, insurance industry and other groups as appropriate.

**General**

Work with the CEO, colleagues and other stakeholders to develop and implement the organisation’s business strategy 2022 – 2026 within available resources.

Oversee adherence with the Operations Co-ordinator for the implementation and evaluation of Health & Safety legislation and standards.

Represent Diabetes Ireland and the diabetes community on HSE and other bodies to enhance diabetes services at both regional and national level.

Maintain clinical competence within your role by keeping up to date with CPD as per NMBI or INDI practices

Write and/or provide support in the development of grant applications for initiatives to support people with diabetes/healthcare professionals to improve understanding and management of diabetes and delivering and evaluating successful initiatives and associated reporting and media articles as required.

Engage in team building and change management initiatives.

Undertake training courses and maintain professional competencies as appropriate.

Communicate with colleagues and external HCPs, write reports and present data as required.

Support the CEO in all aspects of business as required.

**Criteria for application:**

* Nurse registered with Nursing and Midwifery Board of Ireland or Dietitian registered with CORU Dietitians Registration Board with diabetes experience
* Commitment to and passion for supporting people living with diabetes/chronic conditions and their family members.
* An understanding and knowledge of the challenges of living with diabetes and other related chronic conditions.

**Desirable but not critical criteria**:

* Previous experience of facilitating group education.

**Competencies/Skills/ Knowledge**

**Nurse:** Practice in accordance with relevant legislation and with regard to The Scope of

Nursing & Midwifery Practice Framework (Nursing and Midwifery Board of Ireland,

2015) and the Code of Professional Conduct and Ethics for Registered Nurses

and Registered Midwives (Nursing and Midwifery Board of Ireland, 2014).

**Dietitian:** Commitment to maintaining the requirements of the CORU Dietitians Registration Board.

* Maintain a high standard of professional behaviour and be professionally

accountable for actions/omissions.

* Maintain the competences required for professional practice.

• Adhere to relevant legislation and regulation.

• Knowledge of health promotion principles/coaching/self-management strategies

• A working knowledge of audit and research processes.

• Good IT skills including use of Microsoft Word, Excel, E-mail, PowerPoint.

• Effective communication and presentation skills.

• Ability to build and maintain relationships particularly in the context of MDT

Working and with people living with diabetes.

• Ability to present information in a clear and concise manner.

• Preferable: Ability to manage groups through the learning process.

* Full drivers’ licence

**Supplementary training/attendance on courses will be provided as required to support all aspects of the role.**

**Terms and conditions**

Permanent position with option to work 28 or 35 hours per week.

Salary: Negotiable. Other terms and conditions will be confirmed at Job Offer stage.

**Closing date for applications Monday 26th August at 5pm.**

Interviews will be held in person in Diabetes Ireland Head Office Santry, Dublin 11 in early September.

**Selection process:** Shortlisting process may be carried out based on the information provided in your application letter and CV.

**Letter of application and CV** should be sent to: Gillian Reynolds, Diabetes Ireland, 19 Northwood House, Northwood Business Campus, Santry, Dublin 9, or Email: [gillian.reynolds@diabetes.ie](mailto:gillian.reynolds@diabetes.ie). Further information available from Gillian Reynolds on 01 8428118.