



Job Description

Job Title: Diabetes Education and Support Co-Ordinator

Reporting to: CEO

Location: Home based plus travel (preferably based in the West of Ireland or Border counties)

About Diabetes Ireland

Diabetes Ireland is the only national charity in Ireland dedicated to helping people with diabetes. We achieve this by providing support, motivation and education for people living with diabetes and their families. We raise public awareness of diabetes and its symptoms and fund research into finding a cure for 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 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:

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

Development and delivery 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.

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

To work as part of the Diabetes Ireland team on the development and delivery of a new educational programme of workshops around the practical aspects and emotional health and wellbeing to support people living with Type 1 and Type 2 diabetes. This is to lessen the burden associated with living with a long-term condition. In addition to these we plan to develop supports around making positive sustainable lifestyle changes.

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).

To develop and launch a Diabetes Ireland Healthcare Professional Ezine identifying and reviewing appropriate content.

To organise CPD approved educational events and support to Diabetes in Pregnancy HCP teams, Diabetes paediatric teams, Chronic Disease Community Hubs, GP's 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 future 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

As part of the team, 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 content and social media content ensuring its accuracy in providing up to date information on all aspects of diabetes information and services.

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 Ireland 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 stakeholder working groups to enhance diabetes services at both regional and national level.

Maintain clinical competence within role by keeping up to date with CPD as per NMBI or INDI Code of Practice.

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:

- A Nurse registered with Nursing and Midwifery Board of Ireland, or a Dietitian registered with CORU Dietitians Registration Board. Diabetes experience essential
- 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 related chronic conditions.

Desirable but not critical criteria:

- Previous experience of developing support materials for patients or family members
- Post registration qualification in Diabetes care

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/facilitation skills
- 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 depending on experience. Other terms and conditions will be confirmed at Job Offer stage.

Closing date for applications Friday 24th March 2023

Interviews will be held in person in Diabetes Ireland Head Office Santry, Dublin in mid-April.

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. Further information available from Gillian Reynolds on 01 8428118.