

Jora Health Ltd

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JOB DESCRIPTION

Job title:

Wellbeing Coordinator

Level:

Associate

Reporting to:

Managing Director

Responsibility for:

Wellness coordination at Jora Health UK

Location:

Jora Health Belfast (5a Edgewater Office Park, Edgewater Road, Belfast. BT3 9JQ)

Hybrid | Remote working will be considered

Overall purpose of the job:

Provide leadership to the Jora Health Wellness Program in assessing, developing, and establishing measurable objectives and program content consistent with citizen wellness interests and needs

Key activities:

1. Responsible for developing, planning, marketing and executing Jora Health wellness initiatives and programs to reduce health risks, medical costs and encourage healthy lifestyles of customers it serves.
2. Responsible for gathering and analyzing data to measure program success on corporate wellness initiatives and compiling an annual comprehensive report that outlines the financial impact of the wellness program.
3. Develop creative program materials, including promotional items and communicate clearly and effectively with Jora Health wellness opportunities through multiple venues, such as developing and maintaining a wellness newsletter.
4. Establish multiple criteria, procedures, and instruments for assessing program effectiveness to customers, such as developing and disseminating an annual wellness survey
5. Keep abreast of current national wellness initiatives and activities, develop a network of resources and contacts to further expand the Jora Health Wellness Program. Explore ideas and opportunities to personalize programs to increase customer participation.
6. Be part of the informatics development team to contribute ideas, test product that would be used for Wellness engagement
7. Provide wellness coordination for service users
8. Maintain accurate records using computer technology.
9. Lead special projects and initiatives
10. To perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy.
11. To perform any other duties as may be reasonably be required from time-to-time.

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Any special requirements:

1. The employment may require working outside normal work hours
2. The employment would require travel within and outside the United Kingdom as required
3. The employment requires the candidate to have a valid UK driving license.