
PROMOTING WELLBEING DIVISION

STAFF DIRECTORY – 2025



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The Southern Health and Social Care Trust (the Trust) was established on the 1st April 2007 and is one of six organisations that provide a wide range of health and social care services in Northern Ireland.

The Southern Trust covers the council area of Armagh City, Banbridge and Craigavon, parts of Newry, Mourne and Down and Mid-Ulster. This represents a population of around 403,750.

Specific Trust services such as Social Work, Nursing and Allied Health Professions like physiotherapy, occupational therapy, speech and language, dietetics, community development and health promotion are provided through the following Directorates:

- **Children's Services**
- **Mental Health and Disability**
- **Acute Services**
- **Adult Community Services**

Frontline Trust staff are supported in their work by a range of support services including Communications, Planning, Estates, Hotel Services, Administration, Human Resources and Finance.

The Trust's main aim is to provide high quality accessible health and social care services that meet the needs of the population it serves and to improve health and reduce health inequalities by focussing on promoting physical, mental and emotional wellbeing.

The Trust employs over 15,000 staff, serves a population of 403,750 and spends almost £3.3 million per day. The Trust's vision is:

'Together we will grow as a learning organisation focused on providing safe, quality care based on a community-first approach throughout the whole life journey' summarised as:
'Together, Improving Care, Transforming Lives'.

The Trust's values are:

- **Working Together**
- **Excellence**
- **Openness & Honesty**
- **Compassion**

Promoting Wellbeing Division

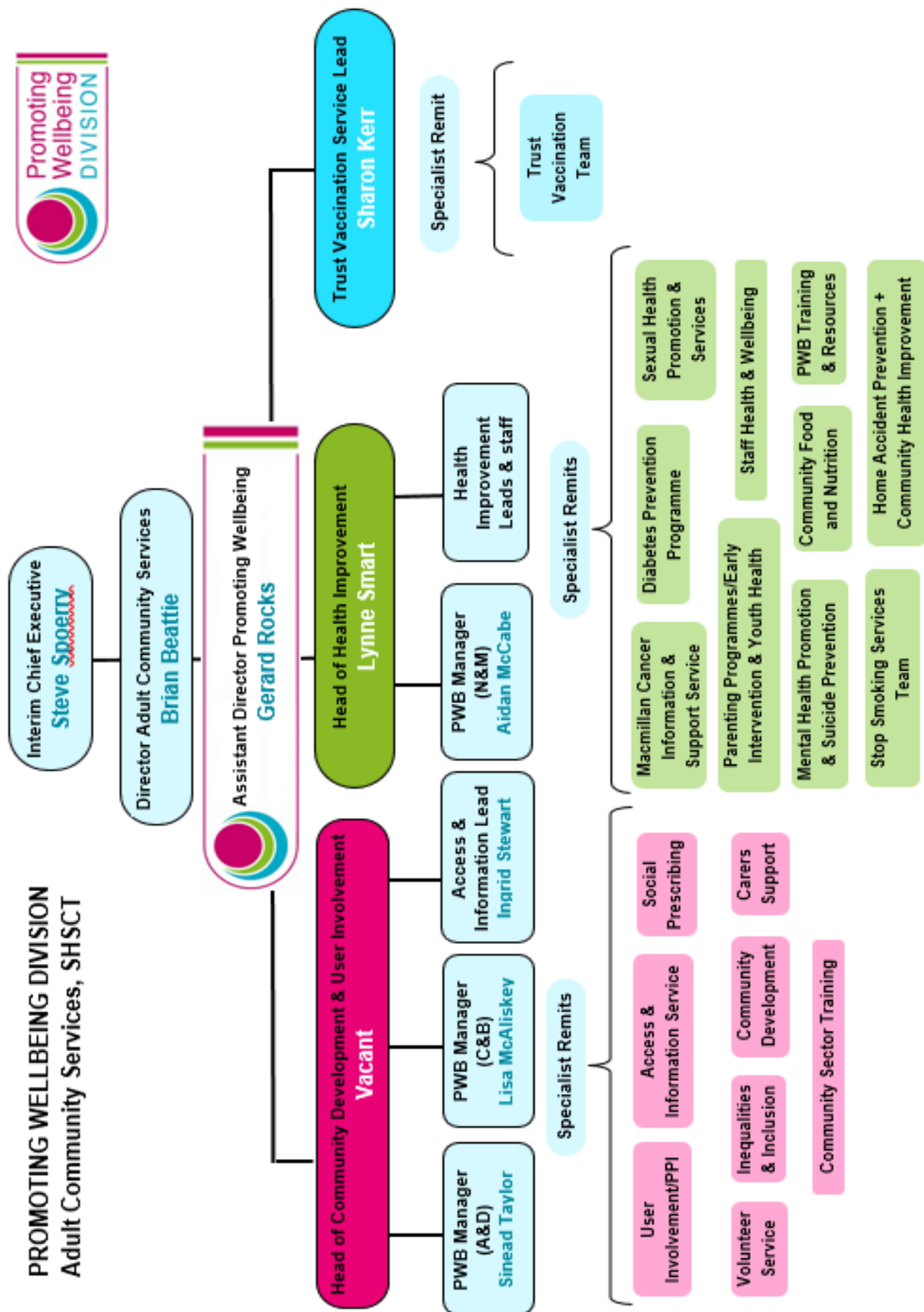
Promoting Wellbeing is concerned with more than just physical health. It includes social wellbeing, education, training, work, housing and all the other elements that build a sustainable community.

The Promoting Wellbeing Division sits within the Directorate of Adult Community Services but works across all directorates and programmes of care. The Promoting Wellbeing Division is managed by Gerard Rocks, Assistant Director for Promoting Wellbeing. There are two heads of service: one for Health Improvement and one for Community Development & User Involvement, 3 locality Promoting Wellbeing Teams managed by 3 PWB locality Managers and a PWB Specialist Directorate Lead to promote health and wellbeing across directorates.

The Access and Information Service and Trust Vaccination Service also sit within the PWB Division.

The flow chart on Page 2 illustrates the structures within Promoting Wellbeing.

PROMOTING WELLBEING DIVISION Adult Community Services, SHSCT





Assistant Director of Promoting Wellbeing

Based at:

**Bannvale House
10 Moyallen Road
Gilford BT63 5LX**

Assistant Director of Promoting Wellbeing

Gerard Rocks

Tel: 028 37561540 **ext:** 61540

Mob: 07920 875810

Email: gerard.rocks@southerntrust.hscni.net

Role:

- Lead responsibility for the Promoting Wellbeing Division
- Strategic lead for the Trust on Promoting Wellbeing and User Involvement

Main areas of work:

- Strategic lead for Promoting Wellbeing, User Involvement and Access & Information in Southern Trust
- Management of Promoting Wellbeing Division and staff team
- Membership of ACS Directorate Team
- Directing development and implementation of Promoting Wellbeing and User Involvement policies, strategies and programmes

Personal Secretary

Paul Corr

Main areas of work: Provide efficient and effective secretarial/admin support to Assistant Director Promoting Wellbeing.

Tel: 028 37561539 **ext:** 61539

Email: paul.corr@southerntrust.hscni.net



Health Improvement Team

Based at:

St Luke's Hospital, Loughgall Road, Armagh BT61 7NQ
Tel: 028 3756 4458

Head of Service for Health Improvement

Lynne Smart

Tel: 028 37564467 ext: 64467 Mob: 07734 540565

Email: lynne.smart@southerntrust.hscni.net

Role: To provide strategic leadership in relation to Health Improvement activity and services across the Trust area and oversee partnership working to meet local health and wellbeing needs. This includes working with the Public Health Agency who commissions health improvement activity and across sectors to develop, implement and monitor action plans in line with regional priorities and PHA targets. This also includes management/ professional lead for the Stop Smoking Service, the Food and Nutrition team & the Macmillan Information and Support Service.

In particular, we are funded/ commissioned to provide the following Health Improvement activity:

- Home Accident Prevention
- Coordination of Physical Activity
- Physical Activity programmes for those with a physical, sensory or learning disability
- Sexual Health Promotion Services and activities
- Mental Health Promotion and Protect Life - Suicide Prevention & postvention support
- Children and Young people's health promotion including Roots of Empathy programme
- Workplace Health Promotion and Arts for health activity
- Smoking Cessation Services
- Community Food and Nutrition programmes & webinars
- Parenting support and early intervention programmes
- Programmes for groups at risk of poorer health outcomes care experienced young people
- Macmillan Information and Support Service
- Diabetes Prevention Programme

Promoting Wellbeing Training Administrator & Promoting Wellbeing Administrators

Orla Clarke

Tel: 028 37564454 ext: 64454

Email: orlae.clarke@southerntrust.hscni.net

Role: Coordination of all promoting wellbeing training courses/ resources. Management of the promoting wellbeing training database.

Main areas of work:

- Booking, administration and preparation of training courses
- Evaluation of courses as required (pre and post evaluations)
- Developing & updating a training database and Training Brochure
- Developing systems to ensure efficient administration for health improvement activity and coordination of training and resources

Catherine Walker

Main areas of work: Central contact and admin support for HI team and Mellow Parenting.

Tel: 028 37564458 ext: 64458

Email: catherine.walker@southerntrust.hscni.net

Yvonne Kirley

Main areas of work: Admin support for Food & Nutrition Team and Child Development Interventions Coordinator.

Tel: 028 37564560 ext: 64560

Email: yvonne.kirley@southerntrust.hscni.net

Pamela Scullion

Main areas of work: Admin support for Smoking Cessation.

Tel: 028 37564400 ext: 64400

Email: pamela.scullion@southerntrust.hscni.net

Mental Health Team

Senior Health Improvement Officers (Mental Health)

Julie Graham

- Job Share -

Alex Magowan-Wilton

Tel: 028 37564460 ext: 64460

028 37564460 ext: 64460

Mob: 07990 339032

Email: julie.graham@southerntrust.hscni.net

alex.magowanwilton@southerntrust.hscni.net

Role: To develop and coordinate training/initiatives/programmes for the promotion of mental health and well-being throughout the Southern area.

Main areas of work:

- To support the strategic development of Mental Health Promotion initiatives, programmes and training

Gemma Maher - Protect Life Coordinator

Tel: 028 37564461 ext: 64461 Mob: 07825 627133

Email: gemma.maher@southerntrust.hscni.net

Role: Coordination of the Trust's interagency Protect Life Partnership and action plan.

Main areas of work:

To provide leadership and support on suicide prevention and postvention support to bereaved families throughout the Southern area that includes:

- Coordination and delivery of training on suicide prevention and self-harm
- Development and coordination of the Community Response Plan for the Southern area
- To respond to the support needs of those bereaved by suicide in the Southern area

Child Development Interventions Coordinator

Martina McCooey

Tel: 028 37564462 ext: 64462 Mob: 07795 450278

Email: martina.mccooey@southerntrust.hscni.net

Role: Promoting Evidence Based Parenting Programmes across the age spectrum pre-birth - 17 years.

Main areas of work:

- Provide leadership, support and guidance for the development and implementation of a suite of evidence based Parenting Programmes across the Trust area
- Establish a network of universal/tier 2 Family Support providers within the community, voluntary and statutory sector where there is capacity to engage in training for the delivery of Parenting Programmes

Sexual Health Team

Catherine Jackson - Sexual Health Improvement Lead

Tel: 028 37564468 **ext:** 64468

Email: catherine.jackson@southerntrust.hscni.net

Role: To plan, implement and monitor the sexual health improvement action plan in line with Regional Sexual Health Promotion Strategy priorities for sexual health. Also to provide Health Advisor support for patients/clients in the GUM service in John Mitchell Place, Newry.

Roisin Santin - Sexual Health Improvement Lead

Tel: 028 37564465 **ext:** 64465

Email: roisin.santin@southerntrust.hscni.net

Role: To plan, implement and monitor a sexual health improvement action plan in line with Regional Sexual Health Promotion Strategy priorities for sexual health.

Vacant - Sexual Health Nurse

Mob: 07584 774870

Email:@southerntrust.hscni.net

Role: To deliver weekly nurse led Health Hub clinics for young people aged 16-25 years in Further Education College settings across the Southern area.

Margaret Guy – Youth Engagement and Wellbeing Officer

Tel: 028 37564484 **ext:** 64484 **Mob:** 07787 432845

Email: margaret.guy@southerntrust.hscni.net

Role: To work alongside the Sexual Health nurse to engage young people in attending Health Hub service Clinic in FE colleges for young people aged 16-25 years in Further Education College settings and other appropriate settings. Provide a variety of health awareness/sexual health improvement initiatives for young people aged 16-25 years eg C Card, Brief Intervention training.

Promoting Wellbeing Specialist Lead

Martina Monaghan

Tel: 028 37564466 **ext:** 64466 **Mob:** 07825 387524

Email: martinam.monaghan@southerntrust.hscni.net

Role: Providing leadership for the strategic development and management of the SHSCT Stop Smoking Service, Smoke Free, Diabetes Prevention Programme, Cancer Prevention and Rural Health.

Stop Smoking Specialists

Sarah McCracken

Tel: 028 37563948 **ext:** 63948 **Mob:** 07788 209984

Email: sarah.mccracken@southerntrust.hscni.net

Adam Pedlow

Mob: 07990 665170

Email: adam.pedlow@southerntrust.hscni.net

Theresa McArdle

Tel: 028 37566288 **ext:** 66288 **Mob:** 07879 997814

Email: theresa.mcardle@southerntrust.hscni.net

Aine Cullen

Tel: 028 37566287 **ext:** 66287 **Mob:** TBC

Email: aine.cullen@southerntrust.hscni.net

Role: To provide a specialist one to one support services for smokers wishing to quit smoking working across a range of settings including primary care, hospitals, workplaces and local communities. Also to provide awareness raising events and deliver Brief Intervention training for staff to help them support patients and service users and encourage service uptake.

SHSCT Stop Smoking Service

Tel: 028 37564400 **Email:** stop.smoking@southerntrust.hscni.net

Diabetes Prevention Team

Kathryn Bleakney - Diabetes Prevention Programme Manager

Tel: 028 37566200 **ext:** 66200 **Mob:** 07585 578801

Email: kathryn.bleakney@southerntrust.hscni.net

Role: Co-ordinate the planning, delivery and monitoring of the Diabetes Prevention Programme across the Southern Trust area. Also to manage the DPP staff team to ensure the DPP programme deliver fidelity in accordance with NICE guidance and monitor and co-ordinate programme monitoring, evaluation and reporting.

Diabetes Prevention Programme Coaches

Anne-Marie Hughes

Tel: 028 37566198 **ext:** 66198 **Mob:** 07824 864929

Email: anne-marie.hughes@southerntrust.hscni.net

Anne Burke

Tel: 028 37566197 **ext:** 66197 **Mob:** 07395 365165

Email: anne.burke@southerntrust.hscni.net

Role: To plan, deliver and monitor the Diabetes Prevention Programme across the Southern Trust area including assessing readiness of participants, delivering programmes online and in person & support service users to change and improve their health behaviours.

Vacant - Admin Support

Tel: 028 37566201 **ext:** 66201 **Mob:** 07826 376670

Email:@[southerntrust.hscni.net](mailto:.....@southerntrust.hscni.net)

Role: To process referral data from GP CCG referral system, book participants onto programmes, manage waiting lists & update and maintain databases to inform programme monitoring and evaluation.

Main areas of work:

- Process referral data from GP referral system, and booking unto programme
- Booking venues to hold diabetes prevention programmes for health coaches
- Booking interpreters when required for the diabetes prevention programmes

Community Food & Nutrition Team

Email: cookit@southerntrust.hscni.net

Tel: 028 37564544 **ext:** 64544

Role: The Food and Nutrition team is made up of Public Health Dietitians and a Dietetic Support Worker tasked with progressing a range of community nutrition education and cooking skills training programmes and webinars throughout the SHSCT area. The team delivers

facilitator training to workers from community, voluntary and statutory sectors & maintains a support network for all trained facilitators.

Programmes offered include:

- Cook it!
- *I Can* Cook it!
- goodFOOD toolkit
- Food Values

Public Health Dietitians

Elaine Abbott

elaine.abbott@southerntrust.hscni.net

Tel: 028 37564457 ext: 64457 Mob: 07551 313939

Collette O'Brien

collette.obrien@southerntrust.hscni.net

Tel: 028 37564456 ext: 64456 Mob: 07909 373616

Vanessa McMinn

vanessa.mcminn@southerntrust.hscni.net

Tel: 028 37565060 ext: 65060 Mob: 07920 417851

Yvonne Kirley - Community Food and Nutrition Team Admin

yvonne.kirley@southerntrust.hscni.net

Tel: 028 37564544 ext: 64544

Macmillan Health & Wellbeing Team

Caroline Hillen - Macmillan Information & Support Service Manager

Tel: 028 37562227 ext: 62227 Mob: 07786 198818

Email: caroline.hillen@southerntrust.hscni.net

Role: Enables and empowers those affected by cancer to manage their wellbeing through the provision of information, health and wellbeing events and sign posting to community programmes and supports to meet the holistic needs of patients' with cancer and their families. The Macmillan information and Support Service is co delivered with support of Volunteers and a Support Worker.

Macmillan Support Workers

Caroline Davies

Tel: 028 37561001 ext: 61001 Mob: 07341 808788

Email: caroline.davies@southerntrust.hscni.net

Shannon McGrath

Tel: 028 37560984 ext: 60984

Email: shannonc.mcgrath@southerntrust.hscni.net

Role: Assist in the delivery/ coordination of Information and support services for people affected by cancer under the supervision of Macmillan Information and Support Service Manager. The Support workers are a point of contact for the Macmillan Information Centre volunteers.



Community Development and User Involvement

Based at:

St Luke's Hospital, Loughgall Road, Armagh BT61 7NQ
Tel: 028 3756 4472

Head of Community Development and User Involvement

Vacant

Tel: 028 37564469 ext: 64469 Mob: 07920 875649

Email:@southerntrust.hscni.net

Role: To coordinate and drive the User Involvement and Community Development agendas within the Trust. Manage and develop the Access & Information Service.

Main areas of work:

User Involvement

- Contribute to the development of Regional PPI Strategy, training and resources
- Coordinate the implementation of the Trust's PPI Action Plan
- Coordinate support for PPI across the Trust

Community Development

- Community Development Strategy and Action Plan
- Community Development Training
- Volunteering
- Carers
- Community Sector Training (Safeguarding)
- Inequalities and Inclusion

Access & Information Service

Social Prescribing

Promoting Wellbeing Administrators

Role: Provide administrative support across the Promoting Wellbeing Division.

Esme Brown

Main areas of work: Central contact and admin support for PWB team and Roots of Empathy.

Tel: 028 37564472 ext: 64472

Email: esme.brown@southerntrust.hscni.net

Judith Anderson

Main areas of work: Provide support to Snr User Development Officer and Team.

Tel: 028 37564474 ext: 64474

Email: judith.anderson@southerntrust.hscni.net

Inequalities and Inclusion Team

Robbie McCague – Inequalities and Inclusion Coordinator

Tel: 028 37566351 ext: 66351

Email: robbie.mccague@southerntrust.hscni.net

Role: The Inequalities and Inclusion Coordinator is a strategic role. Responsible for supporting participation, partnership working, community capacity and self-help by Traveller, Ethnic Minorities and Migrant communities across the Southern Trust.

Main areas of work:

- To develop and coordinate health and wellbeing interventions within these communities to address inequalities and drive, build and strengthen our work with Travellers, Ethnic Minorities communities and both internal and external services to ensure better partnership working and promoting better outcomes for individuals, families and communities

Agnieszka Judkiewicz-Kozak – Community Inclusion Worker

Tel: 028 37566435 ext: 66435 Mob: 07895 886200

Email: agnieszka.judkiewicz@southerntrust.hscni.net

Role: To work proactively to connect with refugees and asylum-seekers within the assigned locality, offering practical help signposting and support to meet identified needs and improve uptake of services to support health, wellbeing and inclusion.

To play a key role in facilitating and enabling engagement by other health professionals, community development workers and statutory and community/voluntary sector partners to improve health and wellbeing. They will help overcome barriers, build individual and community capacity, and work to reduce health inequalities.

Main areas of work:

- Supporting people seeking international protection (Refugee or Asylum status)
- Building knowledge and access to HSC services and wider community resources

User Involvement Team

Lisa Polland - Senior User Involvement Development Officer

Tel: 028 37562452 ext: 62452 Mob: 07766 720259

Email: lisa.polland@southerntrust.hscni.net

Role: Supporting the development of a strategic and integrated approach to embedding Personal and Public Involvement (PPI) partnership working and co-production into the culture, ethos and practice of the Southern Trust.

Main areas of work:

- Provide specialist advice, guidance and support to Trust staff, service users, carers and other partners on the development and delivery of PPI, partnership working and co-production
- Provide education and training to service users, carers and staff

User Involvement Development Officers

Sinead Newbert

Tel: 028 37564470 ext: 64470

Email: sinead.newbert@southerntrust.hscni.net

Vacant

Tel: 028 37564473 ext: 64473

Email:@southerntrust.hscni.net

Role: To work across Directorates and Programmes of Care to ensure user involvement and volunteering practice are integral within the development and delivery of their services.

Main areas of work:

- Mapping and evaluation of current user involvement across the Trust
- Provision of advice, information, education and training to staff

- Supporting managers and staff within Directorates and POCs to develop action plans to enhance user involvement and volunteering
- Work with partners to build effective networks and relationships and ensure that mechanisms and processes are in place to further develop user involvement and volunteering opportunities

Social Prescribing Coordinator (temporary)

Paul Barton

Tel: 028 37561373 ext: 61373 Mob: 07543 800033

Email: paul.barton@southerntrust.hscni.net

Role: Responsible for leading engagement with existing social prescribing providers and the development, coordination and promotion of social prescribing initiatives across the Southern Trust area, delivered in partnership with statutory, community and voluntary sector organisations to drive the expansion of the Verve Healthy Living Network, and support recruitment, training and governance of a team of Community Health Trainers.

Main areas of work:

- To utilise project management, quality improvement and Personal Public Involvement in the planning, delivery and evaluation of evidence-based approaches to promote health and wellbeing through social prescribing
- Lead on engagement and involvement to facilitate effective partnership working across sectors
- Support the AD for Promoting Wellbeing, Heads of Service and PWB locality managers in line with regional strategic priorities outlined in Health and Wellbeing 2026: Delivering Together, Programme for Government, Making Life Better and local priorities outlined in the Trust corporate plan and local government Community Planning processes

Access & Information Team

Ingrid Stewart – Access & Information Specialist Lead

Mob: 07825 550543

Email: ingrid.stewart@southerntrust.hscni.net

Role: To provide strategic leadership and management to the Access & Information Service, which acts as a central point of contact and referrals for over 65s including both internal and external referral to support patient flow, discharge planning and self-management of long-term conditions.

Main areas of work:

- Ensure effective delivery of the Access & Information Service and support staff to work collaboratively, safely and innovatively to meet the operational needs of referrers and referrals both internal and external.
- Ensure effective oversight and controls are in place with regard to day to day operational management, safe practices, quality and governance standards.
- Lead on the strategic development and management of identified specialist services, projects and pilot initiatives within the PWB Division to meet the health and social care needs of older people and ageing well agenda
- Work collaboratively with clinical and service leads and a broad range of external stakeholders to transform the way services are planned, delivered and maintained, in response to the changing needs of a growing older population, with particular focus on prevention, service development and quality improvement.

Ciara Sweeney - Access & Information Manager

Tel: 028 37564370 ext: 64370 Mob: 07766 367153

Email: ciara.sweeney@southerntrust.hscni.net

Role: Managing Access & Information Service.

Main areas of work:

- Operational Management of staff team
- Manage ongoing development of referral process via Access & Information across ACS Directorate and external agencies
- Developing processes to ensure safe, quality, timely service including SOP's/Encompass/Telephony with a focus on maintaining Trust quality and governance standards
- Represent the service on various steering/working groups as and when required
- Manage the development and maintenance of databases, pilots, and link with community and voluntary partners in an holistic approach to support the right service first time ethos of the service

Justin Quinn – Project Development Officer

Tel: 028 37564376 ext: 64376

Email: justin.quinn@southerntrust.hscni.net

Role: The post holder will support the administrative, planning and project management functions to develop and maintain a Directory of Services for Unscheduled Care and other aligned service improvement projects under the direction of the Access & Information Lead.

Main areas of work:

- Provide functional project support to assist the development and implementation of the Directory of Services
- Manage all aspects of the Directory of Services once established and offer practical assistance as a point of contact for the Directory both internally and externally
- Develop and manage processes for updating and maintaining the Directory both from a technical and content management perspective
- Ensure pathway documentation to support the Directory of Services content has been appropriately consulted on and communicated
- Support other projects and change management as appropriate eg Encompass transitioning and development of new SOP's, Development and running of reports,

Access & Information Social Work Team

Josefa McKenna (temporary) - A&I Senior Social Work Practitioner

Tel: 028 37564648 / 64300 ext: 64648 Mob: 07928 739843

Email: josepha.mckenna@southerntrust.hscni.net

Role: Providing an immediate response to screening, triaging and assessment of new Social Work referrals (not known to services) into ACS via A&I. Providing daily professional support and governance to A&I staff as they respond directly to members of the public.

Main areas of work:

- Preliminary screening, triaging and gathering of information of new referrals for Social Work – before onward referral to voluntary & community sectors, ICT or elsewhere. Accountable for statutory responsibilities in relation to Safeguarding
- Liaising with appropriate others and Trust representative in Multi-Agency settings
- Providing professional supervision to Social Work staff and daily professional support and governance to A&I staff
- Reviewing and monitoring service delivery, to upstream issues and provide support where and when most needed

Susan Stewart (temporary) – A&I Social Worker

Tel: 028 37567498 ext: 67498

Email: susan.stewart@southerntrust.hscni.net

Role: Immediate response to screening, triaging and assessment of new ACS SW referrals, not known to services. Undertaking assessments and comprehensive carers assessments, as well as short term interventions for those individuals not known to services.

Main areas of work:

- Provide older people, their carer's/families with better access to information, skilled help, advice and support in relation to their Health and Social Care needs, connecting the caller to the right service first time ethos
- Upholding statutory SW responsibilities in relation to Safeguarding
- Providing daily professional support and governance to A&I officers as they respond directly to members of the public
- Work in close contact with all interface services within the over 65 age group remit
- Enhance access to services from statutory, voluntary and community supports within the individual's locality

Access & Information Officers

Nuala McAleenan, Sharon Corrigan, Leanne McCall, Michelle Campbell, Louise Porter, Jill McGee, Joanne M Martin, Patricia McCreesh, Aisling Taylor, Carmel Murtagh, Stephanie Wilson, Danielle Donnelly, Rebecca Nesbitt, Sarah Baird, Aisling Fox, Rosemary Hughes

Tel: 028 37564300 ext: 64300

Role: Access & Information Officers are a dedicated team within the A&I service. They are a central point of contact for clients, carers and referral agents. A&I officers ensure that contacts are screened and administered appropriately by provision of relevant information, validation, diversion/signposting or by referring to the appropriate team for action. Professional support and governance is provided by social work staff within the team to A&I officers.

Main areas of work:

- Process all referrals for Social Work, Community Occupational Therapy and District Nursing (ICT), ICS, Reablement, and Specialist Services.
- Referrals from acute, non-acute hospitals, GP, AHP, community and self-referral
- Support development and maintenance of A&I directory of services, events calendar, directory of Trust services and carers directory
- Connecting the caller to the right service first time ethos
- Support the delivery of pilot schemes as and when required
- Maintain a library and resource room for service user information and support social prescribing.



Promoting Wellbeing Locality Team Armagh & Dungannon

Based at:

St Luke's Hospital, 71 Loughgall Road, Armagh BT61 7NQ
Tel: 028 3756 4485

Promoting Wellbeing Manager

Sinead Taylor

Tel: 028 37562261 ext: 62261 Mob: 07825 146889

Email: sinead.taylor@southerntrust.hscni.net

Role: Lead responsibility for the coordination, development and delivery of the Trust's health and wellbeing agenda within the Armagh & Dungannon locality. Provide professional leadership and ensure effective engagement in relation to community development, PPI and health improvement practice in the locality.

Main areas of work:

- Manage the staff, finances and community contracts within the locality Promoting Wellbeing Team
- Support partnership approaches across community, statutory and voluntary sector to identify needs, agree priorities and develop programmes and actions to address these
- Manage, develop and coordinate the promotion of health and wellbeing within the Armagh & Dungannon area to realise key Trust and regional strategic priorities, including Making Life Better, Health and Wellbeing 2026: Delivering Together, Programme for Government and the HSC Community Development Framework
- Act as Trust and/or locality representative on key partnership fora

Promoting Wellbeing Administrator

Role: Provide administrative support across the Promoting Wellbeing Division.

Tina Ryan

Main areas of work: Central contact and administrative support for Armagh & Dungannon locality team

Tel: 028 37564487 ext: 64487

Email: tina.ryan@southerntrust.hscni.net

Senior Health Improvement Specialist – Children & Young People

Jacqueline Masterson

Tel: 028 37564489 ext: 64489 Mob: 07867 208352

Email: jacqueline.masterson@southerntrust.hscni.net

Role: To work across the Trust Directorates, with the Education Authority Youth Service, local schools, and with a wide range of partners in the broader statutory, community/voluntary and independent sectors to ensure a co-ordinated, collaborative, community development approach to health improvement with children and young people.

Main areas of work:

- Children & young people's health improvement programmes
- EA youth health promotion policy

- Training for youth workers and others working with young people
- Youth Health and Wellbeing Forum
- Support for physical activity in youth settings
- Trust lead for Roots of Empathy
- Support for Mellow parenting programme

Volunteer Coordinator

Karen McCabe

Tel: 028 37564498 **ext:** 64498 **Mob:** 07909 373139

Email: karen.mccabe@southerntrust.hscni.net

Role: Coordinate the Trust volunteering service across the Armagh & Dungannon locality by working in partnership with volunteers, staff, service users, carers and the wider community and voluntary sectors.

Main areas of work:

- Recruit, select, induct, train and support volunteers, in line with the Trust's volunteering policy and procedures
- Liaise with Trust facility managers and Heads of Service across the Trust Directorates to identify volunteer opportunities and develop new roles
- Support key workers, managers and staff teams to promote and develop meaningful volunteering opportunities within the Trust
- Develop and deliver training to support key workers, managers and staff teams to provide appropriate support to volunteers in line with the volunteering policy

Community Development Workers

Tracey Powell

Tel: 028 37564495 **ext:** 64495

Email: tracey.powell@southerntrust.hscni.net

Areas of specialist interest: Older People, Disability, Mental Health & Carers

Catherine McCormack

Tel: 028 37564494 **ext:** 64494

Email: catherine.mccormack@southerntrust.hscni.net

Areas of specialist interest: Disability, BME Groups, Early Years, Children and Young People

Role: Use community development practices to support participation, partnership, innovation and self-help by local communities within the Armagh & Dungannon area. Develop health and wellbeing programmes within communities to address health inequalities in line with Trust and regional strategies including the HSC Community Development Framework.

Main areas of work:

- Encourage the formation and development of voluntary and community organisations to meet existing or emerging health and social care needs
- Work with voluntary/community groups to provide training, capacity building, needs assessment, strategic planning, funding, monitoring and evaluation
- Encourage co-operation, co-ordination and joint planning amongst organisations operating in the field of health and social care to strengthen and develop activities
- Provide support to members of multi-disciplinary and other teams on the community development aspects of their professional responsibilities
- Develop and support health and wellbeing programmes within local communities with particular focus on areas of disadvantage to address inequalities in health

Promoting Wellbeing Support Worker

Sinead McParland

Tel: 028 37564491 ext: 64491

Email: sinead.mcparland@southerntrust.hscni.net

Role: To assist in the planning, delivery and evaluation of community lifestyle programmes for local communities, including weight management, physical activity, nutrition, mental wellbeing, smoking cessation, accident prevention and other priorities.

Main areas of work:

- To assist the PWB team in facilitating and implementing a range of healthy lifestyle programmes to address local community needs
- Signpost and support people to access PWB programmes, training and services
- Participate in local networks and partnerships to help identify, recruit and support community health volunteers/mentors

Fit 4U Team

Rhonda Richardson - Fit 4 U Project Coordinator

Tel: 028 37564490 ext: 64490 **Mob:** 07787 434256

Email: rhonda.richardson@southerntrust.hscni.net

Role: To coordinate the Fit 4 U and Fit 4 U2 projects which aim to empower people with physical/sensory/learning disabilities to improve their health and wellbeing through participation in a range of physical activity and leisure opportunities, which promote independence and citizenship.

Main areas of work:

- Work in partnership with external organisations and agencies to coordinate appropriate physical activity programmes for people with physical/sensory disabilities
- Encourage community integration at public leisure facilities
- Identify relevant training for leisure facility staff/sports coaches, disability group leaders and volunteers
- Manage and involve volunteers in supporting Fit 4 U activities
- Work in co-operation with the Steering group and support implementation of Southern Area Physical Activity plans and local and regional targets for health improvement

Fit 4 U Support Workers

Christina Morris

Tel: 028 37564492 ext: 64492

Email: christina.morris@southerntrust.hscni.net

Sinead McParland

Tel: 028 37564491 ext: 64491

Email: sinead.mcparland@southerntrust.hscni.net

Gail Taylor

Tel: 028 37568198 ext: 68198

Email: gail.taylor@southerntrust.hscni.net

Role: To support the Fit 4 U Coordinator in the planning and delivery of the Fit 4 U and Fit 4 U2 Projects which aim to empower people with physical/sensory/learning disabilities to improve their health and wellbeing through participation in a range of physical activity and leisure opportunities, which promote independence and citizenship.

Main areas of work:

- Attend Fit4U and Fit4U2 activities at leisure centres across the Trust to ensure support for participants, volunteers and coaches
- Support and encourage adults with a disability to engage and participate in a range of community based physical activity programmes
- Sign post Service Users, Carers and Volunteers to relevant community based opportunities

Workplace Wellbeing Team

Miriam Bacon – Health Improvement Lead – Work Place Health

Tel: 028 37564774 ext: 64774

Email: miriam.bacon@southerntrust.hscni.net

Role: To work across Trust Directorates and with a wide range of partners in the broader statutory, community/voluntary and independent sectors to ensure a co-ordinated, collaborative, approach to workplace health and wellbeing.

Main areas of work:

- Development, implementation and monitoring of workplace health and wellbeing policies, action plans and initiatives to support and improve Trust staff health and wellbeing
- Work with the Trust's Staff Health and Wellbeing Steering group to develop, implement, monitor and evaluate a staff health and wellbeing action plan
- Identify, co-ordinate, deliver and evaluate training, programmes and development of resources as required to meet staff health and wellbeing needs
- Develop, implement, monitor and evaluate a Staff Health and Wellbeing Strategic plan

Fiona McCann – Admin Support

Tel: 028 37567194 ext: 67194

Email: fiona.mccann@southerntrust.hscni.net

Role: Provide administrative support across the Wellbeing team.

Main areas of work:

- Ensure that delivery plans are kept under review and updated
- Share information about these opportunities on a weekly basis using global emails, the staff newsletter Southern-i, the staff health and wellbeing portal U-Matter
- Maintain accurate records and data bases on delivery of activity to inform the production of score cards, and verbal & written reports on progress to inform the Staff Health and Wellbeing Steering Group and NHS Charities Together per required reporting mechanisms and timescales

Sean Collins - Wellbeing Programme Coordinator - Staff

Tel: 028 37564488 ext: 64488

Email: sean.collins@southerntrust.hscni.net

Role: Coordinate the activities of Wellbeing support workers.

Main areas of work:

- Carry out an analysis of staff and volunteer health and wellbeing needs
- Collaborate with stakeholders – staff, volunteers, managers, Wellbeing champions, the Staff Health and Wellbeing Steering Group, Promoting Wellbeing leads and external partners where appropriate
- Direct and manage the work of the Staff Wellbeing Support Workers
- Lead the regular review of the programme of activities
- Support communication and awareness-raising about health and wellbeing
- Support updating of health and wellbeing information on the Trust's staff health and wellbeing portal U-Matter

Wellbeing Support Workers – Staff

Karen McCombe

Tel: 028 37564737 ext: 64737

Email: karen.mccombe@southerntrust.hscni.net

Gemma Kay Rice

Tel: 028 37567194 ext: 67194

Email: gemmakay.rice@southerntrust.hscni.net

Role: Deliver Wellbeing activities and programmes to staff.

Main areas of work:

- Responsible for the delivery of health and wellbeing programmes, both in person and online, as directed by the Coordinator
- Have responsibility for monitoring attendance and for gathering pre and post-programme evaluation forms



Promoting Wellbeing Locality Team Craigavon & Banbridge

Based at:

Brownlow Health Centre, 1 Legahory Centre, Brownlow BT65 5BE
Tel: 028 3756 3946

Promoting Wellbeing Manager

Lisa McAliskey

Tel: 028 37563953 ext: 63953 Mob: 07901 101900

Email: lisa.mcaliskey@southerntrust.hscni.net

Role: Lead responsibility for the coordination, development and delivery of the Trust's health and wellbeing agenda within the Craigavon & Banbridge locality. Provide professional leadership and ensure effective engagement in relation to community development and health improvement practice in the locality.

Main areas of work:

- Manage the staff, finances and community contracts within the locality PWT
- Support partnership approaches across community, statutory and voluntary sector. To agree priorities, develop programmes and actions to address identified needs
- Manage, develop and coordinate the promotion of health and wellbeing within the Craigavon & Banbridge area to realise key Trust and regional strategic priorities, including Making Life Better, Health and Wellbeing 2026: Delivering Together, Programme for Government and the HSC Community Development Framework
- Lead role within the locality for the promotion of wellbeing within the C&B area for the realisation of key strategic priorities

Promoting Wellbeing Administrators

Role: Provide administrative support across the Promoting Wellbeing Division.

Rebekah Lee

Main areas of work: Central contact and administrative support for C&B locality team

Tel: 028 37563946 ext: 63946 Email: rebekah.lee@southerntrust.hscni.net

Jayne Seeley

Main areas of work: Community Sector Training

Tel: 028 37561440 ext: 61440 Email: jayne.seeley@southerntrust.hscni.net

Wendy Hilditch

Main areas of work: Physical Activity

Tel: 028 37566175 ext: 66175 Email: wendy.hilditch@southerntrust.hscni.net

Promoting Wellbeing Support Worker

Katrina Black

Tel: 028 37563974 ext: 63947

Email: katrina.black@southerntrust.hscni.net

Role: Assist staff team in facilitation and implementing a range of healthy lifestyle education and awareness programmes and activities tailored to address local community needs.

Main areas of work:

- To assist in the planning, delivery and evaluation of community lifestyle programmes for local communities, including weight management, physical activity, nutrition, mental wellbeing, smoking cessation, accident prevention and other priorities
- To signpost and support people to access PWB programmes, training and services
- To assist PWB staff team in undertaking needs assessments, community consultations and training
- To participate in local networks and partnerships to help identify, recruit & support community health volunteers/mentors/community health champions

Community Development Workers

Michael Hart

Tel: 028 37563951 ext: 63951

Email: michael.hart@southerntrust.hscni.net

Areas of specialist interest – Children and Young people and BME

Debbie Smith

Tel: 028 37563949 ext: 63949

Email: debbie.smith@southerntrust.hscni.net

Areas of specialist interest – Older people, carers and disability

Role: Use community development practices to support participation, partnership, innovation and self-help by local communities within the Craigavon & Banbridge area. Develop health and wellbeing programmes within communities to address health inequalities in line with Trust and regional strategies including the HSC Community Development Framework.

Main areas of work:

- Encourage the formation and development of voluntary and community organisations to meet existing or emerging health and social care needs and support the development of health and wellbeing programmes with communities to address inequalities in health
- Work with voluntary/community groups to provide training, capacity building, needs assessment, strategic planning, funding, monitoring and evaluation support
- Encourage co-operation, co-ordination and joint planning amongst organisations operating in the field of health and social care to strengthen and develop activities
- Provide support to members of multi-disciplinary and other teams on the community development aspects of their professional responsibilities

Community Health Improvement Officer

Emma Daly

Tel: 028 37563952 ext: 63952

Email: emma.daly@southerntrust.hscni.net

Role: Responsible for the implementation of the Trusts home accident prevention strategy with responsibility for building the capacity and capability of Community Health Champions (CHC) to promote health and social wellbeing within communities.

Main areas of work:

- To lead on the development and delivery of a Community Health Improvement Plan across the Southern area with a focus on home accident prevention and CHC's
- To build capacity within the community for health improvement by the coordination and delivery of training and implementation of health and wellbeing initiatives and campaigns

- Oversight of the development and implementation of a Community Health Champion model and promotion of key health and wellbeing messages across communities within the Southern Trust
- To co-ordinate the planning and implementation of home accident prevention initiatives including community Strength and Balance programmes, home safety training and the purchase and distribution of home accident prevention and other health and wellbeing resources

Volunteer Coordinator

Aine Mulholland

Tel: 028 37563950 ext: 63950

Email: aine.mulholland@southerntrust.hscni.net

Role: Coordinate the Trust volunteering service across the Craigavon and Banbridge locality by working in partnership with volunteers, staff, service users, carers and the wider community and voluntary sectors.

Main areas of work:

- Recruit, select, induct, train and support volunteers, in line with the Trust's volunteering policy and procedures and the Investing in Volunteers standards
- Liaise with Trust facility managers and Heads of Service across the Trust Directorates to identify volunteer opportunities and develop new roles
- Support key workers, managers and staff teams to promote and develop meaningful volunteering opportunities within the Trust
- Develop and deliver training to support key workers, managers and staff teams to provide appropriate support to volunteers in line with the volunteering policy

Health Improvement Officer – Physical Activity

Clare Drummy

Tel: 028 37563971 ext: 63971

Email: clare.drummy@southerntrust.hscni.net

Role: Lead on the development, implementation and monitoring of the Trusts physical activity plan to meet regional strategic priorities and local needs across all population groups, in line with best practice standards, to increase physical activity participation.

Main areas of work:

- Develop, implement, monitor & evaluate physical activity strategies and programmes in line with best practice standards
- Lead on messaging, campaigns & promotion of physical activity both locally & regionally
- Maximise collaborative working across PWB, Trust directorates & stakeholders to drive service development
- Provide specialist advice to Trust staff and stakeholders locally & regionally
- Source specialist physical activity training and resources based on assessment of need

Community Sector Training Coordinator

Alison Daly

Tel: 028 37561441 ext: 61441

Email: alison.daly@southerntrust.hscni.net

Role: To manage and organise the Community Sector Training Project, which delivers a host of training to community and voluntary groups in the Southern Health and Social Care Trust area.

This includes Safeguarding (child & adult) training, Loneliness Awareness Campaigns and training and the coordination and support of Community Health Champion facilitators.

Main areas of work:

- Development, planning and management of community Sector Training programmes and initiatives. This includes coordination, governance, training standards, and monitoring of Safeguarding (child and adult), Loneliness Awareness and the Community Health Champion programme
- Facilitation of the Community Sector Training steering group
- Supporting the group of community trainers in their work, including recruitment, training and quality assurance
- Liaising extensively with the community and statutory sectors to promote the Project



Promoting Wellbeing Locality Team Newry & Mourne

Based at:

John Mitchell Place, Newry BT34 2BU
Tel: 028 3756 6297

Promoting Wellbeing Manager

Aidan McCabe

Tel: 028 37566289 ext: 66289 Mob: 07789 512204

Email: aidan.mccabe@southerntrust.hscni.net

Role: Lead responsibility for the coordination, development and delivery of the Trust's health and wellbeing agenda within the Newry & Mourne locality. Provide professional leadership and ensure effective engagement in relation to community development, PPI and health improvement practice in the locality.

Main areas of work:

- Manage the staff, finances and community contracts within the locality Promoting Wellbeing Team
- Support partnership approaches across community statutory and voluntary sector to identify needs, agree priorities and develop programmes and actions to address these
- Manage, develop and coordinate the promotion of health and wellbeing within the Newry & Mourne area to realise key Trust and regional strategic priorities, including Making Life Better, Health and Wellbeing 2026: Delivering Together, Programme for Government and the HSC Community Development Framework
- Act as Trust and/or locality representative on key partnership fora

Promoting Wellbeing Administrators

Role: Provide administrative support across the Promoting Wellbeing Division.

Karen Faloon

Main areas of work: Central contact and administrative support for Newry & Mourne locality team

Tel: 028 37566297 ext: 66297

Email: karen.faloon@southerntrust.hscni.net

Valerie Hannify (Tues -Thurs)

Main areas of work: Administrative support - Carers coordinators

Tel: 028 37566285 ext: 66285

Email: valerie.hannify@southerntrust.hscni.net

Promoting Wellbeing Support Worker

Eileen McGivern

Tel: 028 37566296 ext: 66296

Email: eileen.mcgivern@southerntrust.hscni.net

Role: To assist in the planning, delivery and evaluation of community lifestyle programmes for local communities, including weight management, physical activity, nutrition, mental wellbeing, smoking cessation, accident prevention and other priorities.

Main areas of work:

- Assist the PWB team in facilitating and implementing a range of healthy lifestyle programmes to address local community needs
- Signpost and support people to access PWB programmes, training and services
- Participate in local networks and partnerships to help identify, recruit and support community health volunteers/mentors

Neighbourhood Renewal Coordinators

Martin Connell

Mob: 07354 168283

Email: martin.connell@southerntrust.hscni.net

Eileen McGivern

Tel: 028 37566292

Email: eileen.mcgivern@southerntrust.hscni.net

Role: Coordinate the Newry Neighbourhood Renewal Health and Wellbeing Programme. Ensure that projects tackle health inequalities and address the needs of local people by providing awareness, services and opportunities to develop skills to improve their health and wellbeing.

Main areas of work:

- Develop, organise and promote projects to implement the agreed action plan, working with local community groups and facilitators
- Organise and facilitate meetings of the NR Health Sub-group
- Complete all required monitoring, evaluation and reporting on project, including to the NR Partnership and to the Department for Communities

Carers Coordinators

Grainne Lappin

Tel: 028 37566284 ext: 66284

Email: grainne.lappin@southerntrust.hscni.net

Theresa McArdle (Part-time)

Tel: 028 37566287 ext: 66287

Mob: 07825 140876

theresa.mcardle@southerntrust.hscni.net
carers.coordinator@southerntrust.hscni.net

Patricia McCrink (Part-time)

028 37566360 ext: 66360

patricia.mccrink@southerntrust.hscni.net

Role: Support the implementation and ongoing development of the Trust Carer Strategy. Support the role of carers across the Southern Area by actively identifying their needs and developing services and actions to address these with the support of staff across Trust Directorates and partner organisations.

Main areas of work:

- Support the Trust Carers Reference Group and implementation of identified work streams through the Carers Action Plan
- Encourage and develop carer involvement in planning new initiatives to improve quality of life
- Develop and implement initiatives to identify and address the specific needs of carers
- Publicise and promote the Carers Strategy within local communities, partners and stakeholders
- Provide Carer Awareness training to staff teams across the Trust

Community Development Workers

Barry Traynor

Tel: 028 37566293 **ext:** 66293

Email: barry.traynor@southerntrust.hscni.net

Areas of specialist interest: Older people, mental health and disability

Annie Clarke

Tel: 028 37566290 **ext:** 66290

Email: annie.clarke@southerntrust.hscni.net

Areas of specialist interest: Children and young people, BME, acute services

Role: Use community development practices to support participation, partnership, innovation and self-help by local communities within the Newry and Mourne area. Develop health and wellbeing programmes within communities to address health inequalities in line with Trust and regional strategies including the HSC Community Development Framework.

Main areas of work:

- Encourage the formation and development of voluntary and community organisations to meet existing or emerging health and social care needs
- Work with voluntary/community groups to provide training, capacity building, needs assessment, strategic planning, funding, monitoring and evaluation
- Encourage co-operation, co-ordination and joint planning amongst organisations operating in the field of health and social care to strengthen and develop activities
- Provide support to members of multi-disciplinary and other teams on the community development aspects of their professional responsibilities
- Develop and support health and wellbeing programmes within local communities with particular focus on areas of disadvantage to address inequalities in health

Volunteer Coordinator

Katrina Lavery - (Mon-Thurs 8.30-4pm)

Tel: 028 37566295 **ext:** 66295

Email: katrina.lavery@southerntrust.hscni.net

Role: Coordinate the Trust volunteering service across the Newry and Mourne locality by working in partnership with volunteers, staff, service users, carers and the wider community and voluntary sectors.

Main areas of work:

- Recruit, select, induct, train and support volunteers, in line with the Trust's volunteering policy and procedures
- Liaise with Trust facility managers and Heads of Service across the Trust Directorates to identify volunteer opportunities and develop new roles
- Support key workers, managers and staff teams to promote and develop meaningful volunteering opportunities within the Trust
- Develop and deliver training to support key workers, managers and staff teams to provide appropriate support to volunteers in line with the volunteering policy

Traveller and Ethnic Minority Support Worker

Maurice Rocks

Tel: 028 37566286 **ext:** 66286 **Mob:** 07920 206194

Email: maurice.rocks@southerntrust.hscni.net

Role: Providing support for Travellers and Ethnic Minorities in the Newry, Mourne & Down area, in relation to health and wellbeing, social services, education and accommodation.

Main areas of work:

- Provide direct support and advice to individuals and families to support their health and wellbeing, including signposting and referral to relevant statutory and voluntary agencies
- Promote and deliver a range of awareness and training programmes on health and wellbeing
- Support and advocate for individuals with children on child protection register to effectively engage with social services
- Provide on-going support to reduce non-attendance at appointments and appropriate use of services including registration with relevant health care providers (eg GP & dental)
- Co-deliver Traveller cultural awareness training to Trust staff and external organisations

Health Improvement Officer

Martin Connell

Tel: 028 37562076 **ext:** 62076

Email: martin.connell@southerntrust.hscni.net

Role: To support senior health improvement staff in the co-ordination, planning and implementation of initiatives to improve population health and wellbeing.

Main areas of work:

- Contribute to the successful delivery of the Southern Trust's priorities for health improvement in line with the Programme for Government, the regional Public Health framework 'Making Life Better', the Trust's Corporate Plan, Health and Wellbeing 2026: Delivering Together and other relevant strategic drivers
- Work in partnership with key stakeholders to build the capacity and capability of staff and volunteers both internally and externally across a range of organisations to promote health and social wellbeing
- To promote and support the coordination of health improvement campaigns with the relevant health improvement leads
- To support Community Development staff in the Division working with community groups to develop and implement initiatives in support of health and wellbeing



Trust Vaccination Service Promoting Wellbeing Division

Based at:

Hill Building, St Luke's Hospital, Loughgall Rd, Armagh BT61 7NQ
Tel: 028 3756 0300

Trust Vaccination Service Lead

Sharon Kerr – Lead Nurse

Tel: 028 37561372 ext.: 61372 Mob: 07920 875486

Email: sharon.kerr@southerntrust.hscni.net

Role: Lead responsibility for the operational and clinical management of a range of public health protection vaccination programmes across the Trust.

Main areas of work:

- Lead the COVID (Adult Flu & other) vaccination programmes providing leadership, development, and governance in relation to the clinical area and supporting other clinicians regarding service user treatment and management.
- Develop and implement strategies and plans to support the delivery of the programme to ensure equity of access and uptake to those eligible for vaccination and screening.
- Innovate, identify, and raise new opportunities and service improvements to enhance service users' experiences.
- Function as a Trust point of contact for focused communications regarding COVID (and other vaccination) programmes.
- Lead in the support of other vaccination programmes including alternative offer of Pertussis and RSV vaccine to eligible members of the public via the older adult and antenatal targeted programmes.

Trust Vaccination Team

Nuala Hanna – Vaccination Team Lead

Tel: 028 37561589 ext.: 61589 Mob: 07425 632718

Email: nuala.hanna@southerntrust.hscni.net

Role: Responsible for the clinical coordination and safe delivery of the public COVID (& other) vaccination programmes within the SHSCT.

Main areas of work:

- Coordinate the planning, organisation, and delivery of the public COVID (& other) vaccination clinics including the daily operational management of clinics and housebound visits.
- Provide leadership, supervision and support to ensure policies and operating procedures are adhered to ensure safe and efficient delivery of programmes.
- Support the Lead Nurse in the supervision and management of the mobile vaccination workforce involved in the COVID vaccination programme, and other public health vaccination programmes and initiatives.

Administrators / Clerical

Role: Provide administrative & systems support across the vaccination and screening programmes.

Michelle Moen – Vaccination Admin & Systems Manager

Tel: 028 37565802 ext.: 65802

Email: michelle.moen@southerntrust.hscni.net

Main areas of work:

- Manage the administrative function of the Trust vaccination service to ensure effective and efficient provision of support. This will include the day-to-day management, organisation of support staff rotas and other duties.
- Responding to queries regarding vaccination including managing the vaccination programme email accounts
- Responding to data quality queries
- Producing and disseminate reports to the Assistant Director of Promoting Wellbeing, Lead Directors, Lead Nurse, and Pharmacy to ensure there are adequate resources of vaccine programmes and minimising wastage.

Vaccination Admin Support Officer

Tel: 028 37561566 ext.: 61566

Connie McCusker

Email: connie.mccusker@southerntrust.hscni.net

Main areas of work:

- Provide support to the Senior Admin Lead to provide high quality, comprehensive, effective administrative support and will consult with managers and staff across the Trust as required.
- Organising the management of all data and records relating to vaccination programmes offered by the service to ensure all information is accurate.
- Monitor the vaccination programme email accounts.
- Function as a knowledgeable resource and main contact point for the vaccination team programme leads and managers.
- Ensuring adequate resources and materials are made available for all vaccination clinics, including staffing.

Admin Assistant

William Gowing (Vaccination Programme)

Tel: 028 37561584 ext.: 61584

Email: william.gowing@southerntrust.hscni.net

Main areas of work:

- Using the Vaccine Management System (VMS) to book and maintain accurate vaccination details, including completing corrections to data errors.
- Vaccinations Booking Line to book vaccination appointments/rescheduling.
- Provide an admin service for the clinic at various venues in the Southern Trust catchment area.
- Be responsible for compiling and responding to queries.
- To undertake a range of admin support duties including, maintaining diaries, receiving, processing, and filing of vaccination record cards

Trust Vaccination Service generic email accounts:

vaccine.service@southerntrust.hscni.net

- Main point of contact for GP services/Access & Information queries
- Point of contact for speciality services (Rheumatology/Oncology etc) vaccination requests/queries

housebound.vaccination@southerntrust.hscni.net

- Emails pertaining to patients who are housebound (RSV, COVID & Flu vaccinations)

vaccination.staffing@southerntrust.hscni.net

- Main point of contact for vaccinators regarding training, shifts, mileage etc.

vaccine.community@southerntrust.hscni.net

- Main point of contact for care homes seeking RSV vaccination

inpatient.vaccinations@southerntrust.hscni.net

- Main point of contact for queries pertaining to patients currently prolonged stay in hospital requesting vaccinations

Trust Vaccination Service Booking Line:

Tel: 028 37560300 (Monday – Friday 09.30-12.30pm)



Useful Links

Staff Health & Wellbeing

Please visit the U_Matter website to access the latest information, events, advice and tools to help support your health and wellbeing. Access U_Matter (www.u-matter.org.uk) from work or at home. Username: southerntrust Password: umatter



UMatter



Supporting you through change



Regional Staff Health & Wellbeing Framework



HWB Framework 2022-2025



Employee Benefits



Supporting Our People



HWB Framework Highlight Report Yr 1



Wellbeing Conversation Toolkit

