



SEVENTH-DAY
ADVENTIST[®] CHURCH
Trans-European Division

Job Description

Job Title: LMI/CHIP Regional European Co-ordinator (TED)
Category: Contract employee Term 2 years (September 2017 – September 2019)
Sector: Health Department
Employee:
Supervisor:
Programme: Health Ministries Director
Administration: TED Officers
Situated: TED Offices, St. Albans, Hertfordshire, UK
Date: May 2017

POSITION SUMMARY: To achieve the strategic objectives of the Lifestyle Medicine Institute (LMI) as agreed in collaboration with, and to be delivered in the context of the strategic framework of, the Health Ministries Department of the TED by:

1. Leading the execution of the agreed synergic strategies (TED and LMI/CHIP) in prioritised stages to ensure the growth of the Complete Health Improvement Programme (CHIP)/LMI services within the TED territory
 2. Driving the day-to-day operational aspects to achieve joined agreed targets/outcomes.
-

AUTHORITY AND ACCOUNTABILITY:

The LMI/CHIP Co-ordinator has the authority to liaise with the following entities:

EGM Health & Wellbeing Service and Sanitarium Health & Wellbeing (Global Manager, LMI/CHIP), LMI Regional Co-ordinators/Manager Innovations team – Health & Wellbeing Services, Commercial Manager – Health & Wellbeing Services, TED Union Health Directors, TED Personnel, Newbold College of Higher Education, Church stakeholders/personnel, Government health/medical/lifestyle medicine stakeholders, potential clients and suppliers.

He/she is accountable to the TED Health Ministries Director in areas relating to departmental programmes and to the Officers in regards to other matters and actions.

QUALIFICATIONS AND PREFERRED EXPERIENCE:

BA or higher qualification in a Health and/or Business related field.

Preferred experience:

- Management experience in a health-related industry
 - Knowledge of UK/Europe health care/medical system
 - Start-up business experience
 - Business development experience
-

TASKS AND RESPONSIBILITIES:

- Contributing to the stated objectives of the TED Health Ministries Department, by working in team and reflecting the Christian ethos of the TED and SDA health message
 - Establishing a scalable strategy and framework as outlined under the Position Summary for growing CHIP/LMI within the TED territory, with the first priorities being Church and medical channels, along with the corporate channel
 - Executing the strategy in prioritised stages within agreed budget and timeframes
 - Establishing a strong network of affiliated ambassadors for LMI/CHIP that can assist in the implementation of strategy
 - Working with key Church stakeholders and medical professionals to build strategic alliances and joint ventures to achieve the objectives of LMI
 - Facilitating pilot programmes and converting completed pilot programmes into sustainable models (e.g. LMI/CHIP Health Expos)
 - Directly managing the LMI/CHIP operations within the TED territory
 - Developing a constructive, philosophically-aligned culture within the LMI/CHIP TED activity as it grows
 - Protecting the intellectual property of CHIP/LMI
 - Contributing to “centre of excellence” learning by supporting the broader LMI team to refine existing resources, operations and processes
 - Researching and identifying programme promotion opportunities
 - Maintaining appropriate levels of LMI/CHIP resources
 - Developing and supporting LMI/CHIP facilitators in a training and advisory capacity
 - Other LMI related health programmes and administrative functions as required and requested
-

SUPPLEMENT TO THE JOB DESCRIPTION FOR THE TED LMI/CHIP REGIONAL CO-ORDINATOR

BEHAVIOURAL COMPETENCIES

1. Adhering to SDA Christian Principles & Values
 - Upholds ethics and values
 - Demonstrates integrity
 - Promotes and defends equal opportunities, builds diverse teams
 - Encourages organisational and individual responsibility towards the community and the environment
2. Delivering Results & Meeting Customer Expectations
 - Focuses on customer needs and satisfaction
 - Sets high standards for quality and quantity
 - Monitors and maintains quality and productivity
 - Works in a systematic, methodical and orderly way
 - Consistently achieves project goals
3. Relating and networking
 - Establishes good relationships with customers and staff
 - Builds wide and effective networks of contacts inside and outside the organisation
 - Relates well to people at all levels
 - Manages conflict
4. Working with People
 - Demonstrates an interest in and understanding of others
 - Adapts to the team and builds team spirit

- Recognises and rewards the contribution of others
 - Listens, consults others and communicates proactively
 - Supports and cares for others
 - Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses
5. Persuading and Influencing
- Makes a strong personal impression on others
 - Gains clear agreement and commitment from others by inspiring, influencing and negotiating
 - Promotes ideas on behalf of self and others
 - Makes effective use of political processes to inspire and influence others
6. Formulating strategies and concepts
- Works strategically to realise organisational goals
 - Sets and develops strategies
 - Identifies and develops positive and compelling visions of the organisation's future potential
 - Takes control of a wide range of issues across, and related to, the organisation
7. Achieving personal work goals and objectives
- Accepts and tackles demanding goals with enthusiasm
 - Works hard
 - Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities
 - Seeks progression to roles of increased responsibility and influence
8. Coping with pressures and setbacks
- Works productively in a high-pressure environment
 - Remains emotionally balanced in difficult situations
 - Balances the demands of work life and personal life
 - Maintains a positive outlook at work
 - Handles constructive criticism well and learns from it