Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

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| Job title | Healthcare Professionals Training & Education Officer | Location | London office or Chesterfield Office - Hybrid |
| **Contract type** | Full-time,  35 hours per week | **Contract length** | Fixed term 12 months |
| **Date** | November 2022 |  |  |

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| Context |
| We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors, and accountants all doing everything we can to push back against arthritis. Together, we’ll continue to develop breakthrough treatments, campaign relentlessly until arthritis is seen as a priority and support each other whenever we need it. Together, we’re making real progress. But there’s still a long way to go, and we won’t stop until no-one has to tolerate living with the pain, fatigue, and isolation of arthritis.  We have big ambitions and all our activities must work together to deliver these. In this way we will build recognition of the impact of arthritis. We will catalyse and galvanise communities across the UK who push back against arthritis. We will find, discover, innovate and enable new solutions, directly provide these and influence others to make big change happen. We will reach and support every child and young person living with arthritis and we will lead the generation and application of research knowledge relevant to arthritis. Critical to success is growing our income and creating a sustainable organisation equipped and able to deliver the support and solutions that people will look for.  The influencing and Support Directorate leads on our Demand and Deliver strategies so that we are able to support and represent people with arthritis to get the change they need in order to live a life of quality despite having the long-term condition of arthritis. This directorate is made up of leaders both nationally and locally to build relationships, leverage, political change and personal change across the lives of people with arthritis.  Our Demand and Deliver strategies speak for, and to, people and they have expectations of how we need to operate. The directorate is made up of dedicated, enthusiastic people who want to support and enable change throughout all areas of our work. |

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| Main purpose of the role |
| At Versus Arthritis, we want to empower people with arthritis to be able to take control of their health and wellbeing, so they can be physically active and self-manage. To do this they need support and guidance from informed healthcare professionals. Healthcare professionals are a trusted provider of information and need to be supported in their understanding of arthritis.  This role is responsible for the co-ordination and facilitation of the education and training programme for healthcare professionals, ensuring that it supports them to develop their knowledge and increase their confidence in musculoskeletal (MSK) conditions, enabling them to deliver the best care possible for people with arthritis.  In this role, working alongside the Education and Training Manager and informed by a team of clinical experts, the Training & Education Officer will develop and deliver a wide range of education activities for healthcare professionals. They will ensure that the latest research is put into practice, and signposting to physical activity and self-management in the community are promoted within our programme.  This role works across all four nations to deliver our education and training programme. |

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| Management and key relationships | |
| **Roles managed** | None |
| **Reports to** | Healthcare Professionals Training & Education Manager |

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| Main Responsibilities and Duties | |
| **1** | **It’s about supporting people where they need us**     * Support the Healthcare Professionals Training & Education Manager in developing and delivering a wide-ranging education and learning programme for healthcare professionals with our primary professional audiences (health and social care professionals). * Engage, promote, and network with MSK leads to support the development of better pathways for NHS patients. * Develop materials for health professionals, based on latest insight and research. * Ensure Equality, Diversity and Inclusion is incorporated into all our planning. |
| **2** | **It’s about collaboration**   * Work across all four nations to grow and diversify the Versus Arthritis professional offer, so that best practice and initiatives are shared and adopted to maximum effect within the MSK community. * Support the Healthcare Professionals Training & Education Manager to build relationships with England’s Integrated Care System (ICS) and within equivalent healthcare and commissioning systems across the devolved nations through nation-based health engagement staff. Increase our engagement networks, insight and intelligence as a result. * Promote our learning and education programme for healthcare professionals and community services delivered by Versus Arthritis to ensure people are supported to maintain their wellbeing and take control of their health. |
| **3** | **It’s about keeping our knowledge relevant**   * Attending training and development events to help support the charity and the post-holder's own development. * Undertake any other duties reasonably requested in order to support the Health Development Team and ensure adequate cover is provided. |

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| Criminal Record Check | |
| **Requirement** | This role DOES NOT require a Criminal Record check |

## Person specification

Knowledge, skills and experience: key requirements

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| Requirement | | Evaluation Stage |
| **1** | Experience of developing and delivering education and training resources using a range of delivery methods, e.g. face-to-face workshops, webinars using online platforms (Teams/Zoom), large scale conferences. | Application/ Interview |
| **2** | Experience of using a range of insight and engagement methods to inform areas of work. | Application/ Interview |
| **3** | Experience of applying evaluation and impact measurement to activities. | Application/ Interview |
| **4** | Excellent communication and interpersonal skills, and evidence of excellent relationship management with a wide range of stakeholders. | Application/ Interview |
| **5** | Good IT skills; thorough working knowledge of MS Office Suite especially Outlook, Word, Excel, Teams/Teams Live, PowerPoint and digital working skills including experience of using databases. | Application/ Interview |
| **6** | Experience in project management, including time-management skills, logistical organisation, budget management, problem solving and the ability to prioritise workload effectively. | Application/ Interview |
| **7** | Understanding of the importance of diversity, inclusion and accessibility. | Application/ Interview |
| **8** | Willingness to travel across the UK as required to attend meetings and events with a willingness to attend occasional weekend events and meetings. | Application/ Interview |

## Desirable requirements

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| Requirement | | Evaluation Stage |
| **1** | Experience of working within the third and/or public sector, preferably within the fields of health and social care, and good knowledge of the health and social care landscape including decision-making structures and care pathways. | Application/ Interview |
| **2** | Knowledge and understanding of arthritis and other musculoskeletal (MSK) conditions. | Application/ Interview |
| **3** | Understanding of the ‘Social model of disability’. | Application/ Interview |
|  | Experience of community development approaches including co-production and co-design and involving people with lived experience in decision-making. | Application/ Interview |

**Values and behaviours**

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

* We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people’s **health and wellbeing**.
* We value **learning** to increase our impact for people affected by arthritis.
* We value being **accountable** for our actions and have **high expectations** of each other.
* We value **persevering** with challenges when we know **it’s the right thing to do.**