Versus Arthritis

Job description

Job title: MSK SKILLs (Skills, Knowledge, Information and Life Long Learning) Development Officer

Reports to: Healthcare Professional Training and Education Manager

Department: Health Development

Directorate: Services and Influencing

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**Services and Influencing (S&I) Directorate**

The Services and Influencing Directorate delivers impact and change for people with arthritis through our support services of a helpline, online community and other digital tools, to our community delivery across our four nations so that people can connect and learn the tools to self-management and keep active.  We support people of all ages by delivering peer support, workshops and residentials to young people.  We educate and train health professionals to better understand arthritis and engage with about our research.  We are leaders in influencing governments to promote the importance of arthritis and enable change across our health and social care systems.

Job purpose

To promote and support the development of the Versus Arthritis MSK SKILLs (Skills, Knowledge, Information and Life Long Learning) Programme to ensure that every health care professional is supported with evidence based training, resources and professional development opportunities to enable them to deliver better support and care for people with arthritis.

Main duties

* Support the Health Development team in developing and delivering a flexible, responsive and evidence-based education programme for health and care professionals.
* Through effective marketing and relationship building, promote the Advanced MSK SKILLs Programme for health and care professionals and support the development of a health and care professional customer journey.
* Develop and map relationships with key stakeholders, including integrated care boards, deaneries, universities and other professional bodies in order to raise awareness and increase engagement with the Programme.
* Work with the income and engagement team to develop new income streams in respect of the MSK SKILLs Programme.
* To work with nation colleagues around the recruitment of a diverse pool of patient voice volunteers.
* To produce robust performance reports to inform future growth activities for the Programme.
* To ensure all relevant data protection requirements are met, including the oversight of Data Protection Impact Agreements
* To embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* To ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* To embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* To undertake any other duties as appropriate to the role and organisational requirements.

Key stakeholders and relationships (internal/external)

* Health Development Team
* Marketing and communications team
* Strategic Partnerships
* Healthcare providers, partner organisations, deaneries, ICBs and other professional bodies.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Experience of developing and delivering communication plans to promote and effectively market a range of education and training products, with the ability to demonstrate impact.
* Excellent communication skills with a range of key stakeholders in order to develop relationships.
* Excellent working knowledge and experience of using Microsoft Office Suite, including Word, Excel, PowerPoint and digital working skills including experience of marketing through social media platforms.

Skills

* Ability to promote a programme of activity through a range of different communication methods, e.g. social media, mailing platforms, including defining audiences, messaging, targets and timescales, delivered against the plan and budget and evaluating success.
* Ability to effectively manage own workload including oversight of projects from initiation to closure, including time-management, logistical organisation, budget management, problem solving.
* Ability to apply evaluation and impact measures to programme activity.
* Ability to embed and oversee data processes and meet the data requirements of the programme.
* Ability to work with internal and external partners to develop relationships and effectively promote the programme.
* Excellent written and verbal communication skills to enable effective relationship building with stakeholders, including those with lived experience.
* Good working knowledge of MS Office Suite especially Outlook, Word, Excel, PowerPoint and digital and social media platforms.
* Willingness to travel across the UK as required to attend meetings and events with a willingness to attend occasional evening and weekend events and meetings.

Desirable experience, knowledge and skills

* Knowledge and understanding of arthritis and other musculoskeletal (MSK) conditions
* Experience of working within the fields of health and social care with a good understanding of the health and social care landscape.
* Experience of supporting the generation of income against projects.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.