Versus Arthritis

Job description

Job title: Project Support Officer – BANNAR

(Barbara Ansell National Network for Adolescent Rheumatology)

Reports to: Healthcare Professional Community Network 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

Barbara Ansell National Network for Adolescent Rheumatology (BANNAR) started in 2013 and has been nested within Versus Arthritis since 2020. BANNAR are a group of professionals from medical, nursing, allied health and third sector backgrounds working in adolescent and young adult (AYA) rheumatology. The network aims to promote best practice and develop research in this area by working with professionals and supporting the National Youth Advisory Panel, Your Rheum.

The role will support BANNAR to maintain itself as a representative and coordinated network of professionals working in adolescent rheumatology and support the coordination and sustainability of Your Rheum. They will represent BANNAR internally and BANNAR and Versus Arthritis at external events.

The BANNAR Project Support Officer will support the BANNAR Leadership team and BANNAR members to maintain a valuable professional network. They will do this by producing a programme of communications and events tailored to the network’s needs and promoting the network to new members via effective networking. They will play a key role in maximising the impact of BANNAR’s work in adolescent and young adult rheumatology by supporting Your Rheum activities, monitoring and reporting the achievements of the network, and supporting joint working with teams across Versus Arthritis and beyond. They will also play a role supporting wider engagement events and activities for healthcare professionals on behalf of Versus Arthritis.

Main duties

* Provide efficient coordination and administrative support including scheduling and facilitating key meetings, agenda planning, collating and preparing papers, note taking and ensuring follow up actions are completed.
* Maintain the BANNAR membership list and gather and analyse data on BANNAR and BANNAR engagement activities to evaluate impact and support the development of future activity.
* Deliver a programme of communications and events tailored to the network’s needs and disseminate relevant information to BANNAR and Versus Arthritis colleagues as required. They will also be responsible for promoting the network to new members via effective networking.
* Maintain and develop mutually beneficial relationships between BANNAR, Your Rheum and Versus Arthritis that includes information sharing and joint working opportunities particularly with the Young People and Families Service (YPFS) and Research teams.
* Work closely with the Research team to collate the BANNAR Research portfolio to effectively evidence outputs and to maximise the impact of the work of BANNAR.
* Scope, deliver and evaluate projects identified by BANNAR Leadership team to promote the network and enhance the BANNAR network offer.
* To contribute to the activities of Health Development and Research teams, supporting wider engagement activities, including exhibiting at conferences, in order to support delivery of Versus Arthritis’ strategic goals.
* 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)

* BANNAR Leadership team.
* BANNAR members.
* Young People and Families Service.
* Research team.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* The ability to work with multiple stakeholders including those based in a clinical and/or research setting and proven ability to develop effective partnership working.
* Good knowledge of Microsoft Office Suite especially Outlook, Word, Excel and PowerPoint and digital working skills.
* 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.

Skills

* Excellent administration skills and the ability to use project management skills to initiate, undertake and complete agreed workstreams.
* Ability to communicate effectively in writing to a broad range of audiences.
* Excellent attention to detail and analytical skills – the ability to record data accurately and use it to create valuable insight.

Desirable experience, knowledge and skills

* An interest in adolescent health and a passion for improving outcomes for young people with long term health conditions.
* Knowledge of muscular skeletal (MSK) conditions, particularly rheumatological conditions.
* Experience of working in a charity, public health, healthcare, medical or related setting and/or good knowledge of academic research.

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.