

**CENTRE FOR SUSTAINABLE HEALTHCARE**

**CLINICAL PROGRAMME MANAGER**

# JOB OPPORTUNITY

**INTRODUCTION**

We are looking for two highly able and motivated individuals with experience of healthcare provision or research to join the clinical programme team at the Centre for Sustainable Healthcare.

The Centre for Sustainable Healthcare (CSH) is a registered charity at the forefront of sustainability in the health sector. We work with healthcare professionals and partners such as Royal Colleges, National clinical leads, the Sustainable Development Unit and NICE to develop strategic projects for system-wide change.

In 2008, the charity launched a pioneering clinical programme to position sustainability at the heart of good clinical care. The programme develops conceptual frameworks for clinical sustainability and embeds them in training and practice. Key elements of the work include: The [Sustainable Specialties](http://sustainablehealthcare.org.uk/what-we-do/sustainable-specialties) programme, in particular the [fellows & scholars](http://sustainablehealthcare.org.uk/who-we-are/fellows-and-scholars) programmes; and the [Sustainable Healthcare Education (SHE) Network](http://sustainablehealthcare.org.uk/what-we-do/education-and-training).

Our approach combines strategic thinking with support for practical change on the ground, working with people from all parts of the health system from front-line staff, to managers, industry, academics and patients. Our work is highly respected and achievements include a growing body of peer-reviewed literature, as well as national media coverage and citations including in the Marmot Review of Health Inequalities (2010).

*“Thanks to Green Nephrology [CSH programme], sustainability is now the seventh dimension of Quality. The work over the past couple of years has caught the imagination of the whole kidney community and has launched a social movement to provide better, greener and leaner kidney care.”*

Dr Donal O'Donoghue, National Clinical Director for Kidney Care 2007-13

We are creating two new roles to increase our impact:

1. Clinical programme deputy director
2. Clinical programme manager

The Centre for Sustainable Healthcare provides a stimulating and supportive environment, working closely as a team while drawing on individual perspectives to shape projects and challenge accepted norms. We are looking for organised self-starters and we will provide substantial guidance and support, particularly in the first few months in post. The appointees will work with CSH’s Medical Director and the clinical and greenspace teams based at the charity’s offices in Oxford.

**JOB DESCRIPTION – CLINICAL PROGRAMME MANAGER**

This is a full-time position, salary £35,000 per year, to start in November 2016.

1. **DUTIES OF THE POST**

The post-holder will provide project management and administrative support to the clinical programme team, greatly increasing their capacity to deliver successful projects. They will work closely with the Clinical Programme Deputy Director, assisting with structuring projects and managing relationships with partners/clients, as well as contributing to project delivery and the evaluation and dissemination of impacts.

**Programme management**

* Manage projects
* Liaise with clients / partner organisations
* Organise events
* Manage CSH staff and interns within the clinical programme team
* Liaise with staff in other CSH programmes to optimise impact

**Programme development**

* Participate in ongoing evaluation and review of the clinical programme
* Adapt and write proposals
* Work as part of a team to secure funding for projects

**Project delivery – for example:**

* Facilitate workshops
* Write up case studies
* Assist in the evaluation of environmental, social and financial sustainability of clinical services

**External communications**

* Present CSH projects to potential clients / partners
* Speak at external events
* Write articles for CSH newsletter and websites
* Communicate about CSH projects on social media

**Accountable to:** Clinical Programme Deputy Director

1. **PERSON SPECIFICATION**

|  |  |
| --- | --- |
| E = essential D = desirable | Assessed by: A = applicationI = interview  |
| **Qualifications / Certification** |  |  |
| Bachelor Degree or equivalent qualification  | E | A |
|  |  |  |
| **Experience / Knowledge** |  |  |
| Experience of working in healthcare delivery or research | E | A |
| Media and public relations experience | D | A / I |
| Experience of developing and maintaining online web platforms and social media channels including Twitter and Facebook | D | A / I |
| Experience of putting together successful project proposals | D | A / I |
|  |  |  |
| **Skills** |  |  |
| Project management skills | E | A / I |
| Writing skills, with an excellent command of written English | E | A / I |
| Proficient use of Microsoft Office applications | E | A / I  |
| Excellent interpersonal skills, confident in communicating with people in senior positions within the health sector | E | A / I |
| **Knowledge** |  |  |
| An understanding of CSH’s aims and objectives, and the four principles of sustainable clinical practice | E | A / I |
| Understanding of issues relating to climate change, sustainable development and health | D | A / I |
| Understanding of carbon footprinting or other methodologies for evaluating sustainability  | D | A / I |
|  |  |  |
| **Aptitude** |  |  |
| * A hard-working self-starter, with demonstrated interest in, and passion for, sustainable development
 | E | A / I  |
| * Genuine understanding and interest in sustainability as applied to clinical healthcare
 | E | A / I |
| * Able to assimilate new concepts, to apply these in different contexts and identify ways to take them forward in practice
 | E | A / I |
| * Able to work with partners to deliver joint programmes
 | E | A / I |
| * Flexible, creative and a good communicator
 | E | A / I  |
| * Able to work both independently and within a team
 | E | A / I |

1. **GENERAL INFORMATION**

### Appointment

This is a full-time post, at a salary of £35,000 per annum, plus contributory pension, based at CSH offices in Oxford.

The appointment is for one year, to start November 2016, with the expectation of converting to a permanent position thereafter.

1. **HOW TO APPLY**

**Enquiries / Visits**

Informal enquiries should be made to Rachel Stancliffe (rachel.stancliffe@sustainablehealthcare.org.uk)

**Applications**

Applicationsby curriculum vitae and covering letter, should be sent to info@sustainablehealthcare.org.uk by 12pm on Monday 10th October 2016. Interviews: Monday 17th / Wednesday 19th October, in Oxford.