

Networks Coordinator

Job description and person specification – apply by **9am on Monday 13 September 2021**

4-5 days per week, £35,000 pro rata

Able to travel to meetings in Oxford and nationally when necessary.

Overview

We are looking for a thoughtful and practical person with excellent interpersonal and project management skills to help grow and manage our sustainable healthcare networks.

As Networks Manager, you will help to nurture communities of practice, who may be brought together by clinical specialty, professional background or by common goals to improve the environmental sustainability of health systems. You will work closely with the CSH Medical Director and with members of both our Clinical and Green Space teams, as well as our Fellows, Scholars and volunteers. Your work will be supported by our Communications Lead and administrative staff.

Responsibilities

- With the CSH team, develop a strategy for development of current and new networks; define success criteria
- Contribute to the ongoing development of [CSH Networks](#) online platform and resource library:
 - carry out market research, contribute to design and specification of upgrades to the online platform, liaise with web developers, conduct user testing
 - upload and curate content
- Standardise the protocol for network initiation/development
- Recruit, train & support volunteer network managers
- Develop resources to support volunteer network managers, e.g. with engaging network members, developing a programme of activities, building social media presence, hosting live web meetings or running collaborative projects
- Assist with designing and running online and face-to-face network meetings
- Maintain strong connections between CSH Networks and CSH programmes including Sustainable Specialties, SusQI/Green Ward Competition, Green Space and Health, and Education
- Supported by the CSH Communications Lead, help networks/network members to communicate their activities and impacts nationally and internationally
- Evaluate progress in network reach, activity and impact; foster ongoing improvement

Appointment

The appointment is for a fixed-term one year position, starting in late 2021 or January 2022, with the expectation of converting to a permanent position.

The salary offered is £35,000 per annum pro rata, plus contributory pension. Ideally the successful candidate will work full-time for CSH, however this could be reduced to 4 days/week by arrangement. Applicants should be eligible to work in the UK.

The post will begin with an induction period including an introduction to principles and practice of sustainable healthcare provided through CSH online training courses and orientation sessions with key staff members. You will work remotely or in the CSH offices in Oxford. We use a range of IT applications to collaborate remotely including Miro, Jamboard, MS Teams, Google drive/docs and Zoom.

You will be expected to attend monthly meetings in Oxford and (by prior agreement) attend meetings or events in other locations within the UK as necessary. Workshops and events are currently being delivered entirely online and it is likely that this will continue for most if not all of our events going forward. However there may be the opportunity to organise or attend face-to-face meetings and events going forward. In this case, plans would be discussed in advance and expenses will be covered by CSH.

Person specification

	Essential	Desirable
Knowledge/ experience	<ul style="list-style-type: none"> • Good knowledge of the organisation and culture of the UK National Health Service • Commitment to environmental sustainability 	<ul style="list-style-type: none"> • Experience in building/ supporting networks or communities of practice • Familiarity with issues surrounding sustainability, climate change and health
Management and leadership skills	<ul style="list-style-type: none"> • Experience of managing successful projects or programmes, running projects to time, and responding flexibly to changing circumstances • Experience of running events (online and face to face) • Excellent people management skills • Adaptable, flexible and able to work independently as well as part of a team 	
Communication skills	<ul style="list-style-type: none"> • Excellent verbal communication • Able to present ideas and information clearly and in an engaging manner in writing (in English) • Good at building relationships 	<ul style="list-style-type: none"> • Skills in small group facilitation
Academic skills		<ul style="list-style-type: none"> • Data management skills • Formal teaching experience/ qualifications • Research experience
Information technology skills	<ul style="list-style-type: none"> • Proficient in Microsoft Office applications, particularly Word and Excel • Experience of website administration / content management • Facility with social media 	<ul style="list-style-type: none"> • Web development skills

How to apply

Please complete the application form and email **by 9am on Monday 13 September 2021** to **info@sustainablehealthcare.org.uk**. Your application will be assessed solely by how well you fit the requirements in the Person Specification and to what extent you demonstrate your experience and/or knowledge of the tasks you will be required to complete. Interviews will take place online in the **week commencing 20 September 2021**.

About the Centre for Sustainable Healthcare

The Centre for Sustainable Healthcare is well known for our work on sustainable healthcare in research and practice. We provide strategic input and consultancy to national and local programmes.

Our Sustainable Specialties Programme is designed to mainstream sustainability within clinical areas so that it is integral to the planning of health systems and the practice of healthcare professionals. This is supported by our work in medical education and in carbon modelling of clinical care.

Our greenspace projects, especially the NHS Forest, assist organisations to improve their natural environment and reconnect their staff, patients and the wider community with their local greenspace to benefit their health.

Specialties

CSH is respected nationally and internationally for a specialty-led approach combining research with support for local change, underpinned by wider engagement with patients, and relevant industry and clinical bodies. As part of this programme, CSH has partnered with NHS bodies and specialty organisations to create Sustainable Specialty Fellowships and has managed fellows and scholars in a range of specialties, including kidney care, psychiatry, ophthalmology, anaesthetics and surgery.

Networks

CSH sees its role as inspiring and empowering people to transform healthcare for a sustainable future. Growing and supporting networks is core to all of our work and the [CSH Networks](#) website provides specialties and other healthcare communities with an online space for sharing and collaboration - helping to generate knowledge from practice and build a culture of sustainable practice.

Sustainability in Quality Improvement

CSH has developed a [SusQI framework](#) for the integration of sustainability into quality improvement, which provides a practical way of addressing environmental, financial and social concerns while improving patient care. In SusQI, the health outcomes of a service are measured against its environmental, social and economic costs to determine its “sustainable value”. SusQI embeds the CSH principles of sustainable clinical practice: prevention, patient empowerment and self-care, lean clinical pathways and low carbon alternatives.

Green Ward Competition

The [Green Ward Competition](#) is an award-winning clinical leadership and engagement programme for NHS Trusts wishing to improve their environmental sustainability and reduce their carbon footprint. Using SusQI methods, CSH staff work directly with ward and unit teams to help them develop, run and measure their sustainability projects to save resources both for their immediate service and for the Trust. The competition culminates in a trust-wide judging and award event that engages senior leaders as judges. The programme is currently being adapted for use in specialties in the national Green Surgery Challenge 2021.

Education

CSH hosts the Sustainable Healthcare Education (SHE) network, which supports the integration of sustainability into health professional education. In 2012-13, the SHE network coordinated a national consultation on [priority learning outcomes for sustainability](#) which informed the inclusion of sustainable healthcare in (and are referenced from) the General Medical Council’s “Outcomes for graduates 2018”. CSH runs sustainability scholarship and fellowship programmes for practising clinicians and has developed a range of online [short courses](#).