

# Project Officer for Clinical Transformation Programme

## Job description and person specification

Full time, starting April 2023. Fixed term for 12 months (with possibility of extension)  
£29,000 pro rata (plus contributory pension) Full time (option of part-time 4 days a week)  
Working primarily remotely, with travel to monthly meetings in Oxford

## Role

We are looking for a project officer to support our sustainable healthcare programmes. You will work within the Centre for Sustainable Health (CSH) Clinical Transformation Team to aid the delivery of projects which support the NHS to reach net zero.

Under the supervision of the SusQI Programme Lead, you will:

- Assist the delivery of projects through managing project records, assisting with reporting and managing partner relationships
- Utilise significant personal initiative to deal with project issues on behalf of the responsible project manager, taking appropriate action to ensure urgent issues are dealt with suitably
- Provide administrative support for project managers within the CSH Clinical Transformation Programme, including responsibility for tracking and invoicing of orders for the team
- Act as the first point of contact for enquiries from partners and stakeholders
- Correspond with partners and maintain strong partner relationships
- Assist with scheduling of meetings, note taking, minute writing and tracking actions
- Update online content on the CSH website and CSH networks platform
- Assist with communications, promotion and marketing
- Undertake additional administrative tasks for the CSH team as required
- Ensure all aspects of confidentiality and information governance relating to projects, processes and systems comply with organisational policy

## Person specification

We are looking for an organised, detail-oriented self-starter with administrative experience who is able to learn quickly and work both independently and as part of a team. We are particularly looking for individuals with the following specifications:

### Essential criteria:

- Experience of working in a project support and administration role
- Demonstrable experience in completing a wide variety of administrative tasks to a high standard
- Experience of project delivery and report writing
- Strong interpersonal skills with the ability to communicate effectively in writing and verbally
- Professional and conscientious approach to work

- Proven organisation and time management skills
- Able to work autonomously within agreed protocols
- Proficient in Microsoft Office applications, particularly Word, Excel, Outlook and Teams
- Able to work remotely using online platforms such as Microsoft Teams and Zoom
- Awareness of the Data Protection Act, information governance, data storage methods, requirements and responsibilities
- Interest in the aims and work of CSH
- Legal right to work in the UK

Desirable criteria:

- Experience with online learning platforms
- Facility with social media
- Experience in sales and/or marketing roles
- Experience of the health sector

## Appointment

This is a full-time post at a salary of £29,000 per annum, plus contributory pension. The appointment is for a fixed term position of one year, starting in early April 2023, with the possibility of converting to a permanent position thereafter. There is some flexibility to work 4 days a week for the right candidate.

You will be based remotely, but should be able to come to team meetings in Oxford at least once a month. Travel costs for attending these meetings are reimbursed.

## Benefits

CSH is a registered charity, and our salary levels are competitive within the charity sector. We aim to increase salaries in line with cost-of-living at least annually.

Working with CSH has many additional advantages: CSH cares for every staff member as a whole person and as a valued part of the team; CSH provides support for people working in different circumstances and is flexible in terms of working patterns to accommodate individual needs.

## Equal opportunities and eligibility to work in the UK

As an equal opportunities employer, The Centre for Sustainable Healthcare is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

The Centre for Sustainable Healthcare aspires to be a diverse and inclusive workplace and strongly encourages suitably qualified applicants of the global majority, people with disabilities and men to apply, as these groups are currently under-represented in the organisation. If you require reasonable adjustments at any stage of the application process, please contact [info@sustainablehealthcare.org.uk](mailto:info@sustainablehealthcare.org.uk)

Please note, we have a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK. As such you may be asked to provide proof that you have the right to work in the UK.

CSH is committed to ensuring your data is protected and is only used in line with GDPR guidelines and we do not collect unnecessary personal data from applicants during the recruitment process. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of

managing the recruitment exercise effectively to decide to whom to offer the job. Please see our privacy policy for [more information](#).

## How to apply

Please email a cover letter and CV to [info@sustainablehealthcare.org.uk](mailto:info@sustainablehealthcare.org.uk). Your cover letter should detail how you fit the Person Specification and be no longer than two pages long. Your application will be assessed solely by how well you fit these requirements and to what extent you demonstrate your experience and/or knowledge of the tasks you will be required to complete.

Applications should be made by **9am on 27<sup>th</sup> Feb 2023**

Interviews will take place on **Friday 10<sup>th</sup> March 2023**

For any questions please contact [info@sustainablehealthcare.org.uk](mailto:info@sustainablehealthcare.org.uk)

## About the Centre for Sustainable Healthcare

The Centre for Sustainable Healthcare provides research, training and strategic input to national and local health programmes. Our Clinical Transformation Programme is designed to mainstream environmental 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 education and in carbon modelling of clinical care. Our green space projects, including the NHS Forest, assist organisations to improve their natural environment and reconnect staff, patients and the wider community with their local greenspace to benefit their health. [Centre for Sustainable Healthcare |](#)