



CENTRE *for*
SUSTAINABLE
HEALTHCARE
inspire • empower • transform

Clinical Programme Manager

3 days a week, £18,000 per annum (equivalent to £30,000 pro rata)

Based in our Oxford office, or remotely. Able to travel nationally when necessary

Overview

We are looking for a dynamic, organised and analytical Programme Manager with healthcare experience to undertake management, delivery, analysis, promotion and networking for some of our clinical sustainability programmes including the Green Ward Competition. The successful applicant will help to engage and drive sustainability in a hospital setting and will have a measurable impact on sustainability in the health sector. The role will provide experience in working for a vibrant and flexible organisation.

Responsibilities

- Developing and maintaining relationships within secondary care organisations to spread interest in the Green Ward Competition and other clinical sustainability programmes
- Introducing new NHS Trusts to CSH's work and representing CSH through well managed relationships
- Green Ward Competition:
 - Helping sustainability managers or clinical staff to get buy-in for the competition within hospitals and to plan the implementation of the competition
 - Providing advice and support for recruiting teams to the competition
 - Organising workshops for participants with CSH clinical staff
 - Delivering workshops
 - Using Green Ward Competition templates and tools to monitor, track and evaluate project progress during the competition, conducting catch up and tracking calls with participants
 - Organising competition judging days with CSH staff and competition participants including senior-level hospital staff
 - Collecting data from competition participants and conducting the evaluation and write-up of the competition

The Centre for Sustainable Healthcare Cranbrook House 287-291 Banbury Road Oxford OX2 7JQ

t +44 (0) 1865 515811 **email** firstname.lastname@sustainablehealthcare.org.uk **www** sustainablehealthcare.org.uk

The Centre for Sustainable Healthcare is registered as a company limited by guarantee in England & Wales No. 7450026 and as a charity No 1143189. Registered address 8 King Edward Street, Oxford OX1 4HL.

- Disseminating results of the competition on CSH website in newsletters and networks
- Creating case studies of winning projects to scale up projects across the Trust
- Co-develop in-house training programmes and trust-based sustainable development management programmes

Person Specification

We are looking for an organised individual with healthcare experience who is willing to learn and work as part of a team. We are keen to work with motivated self-starters and are particularly looking for individuals with the following specifications:

- Experience of managing projects
- Good organisation and time management skills
- Excellent interpersonal skills
- Interest and understanding of issues surrounding sustainability, climate change and health
- Excellent written and verbal communication skills in English
- Proficient in Microsoft Office applications, particularly Word and Excel
- Basic numerical skills
- Able to write and deliver presentations at meetings and conferences
- Confident delivering workshops with clinical staff
- Able to evaluate and improve projects
- Able to work both independently and in a team

Appointment

This is a part-time post, three days per week, at a salary of £18,000 per annum (equivalent to £30,000 pro rata), plus contributory pension.

The appointment is for one year, to start August/September 2018, with the possibility of converting to a permanent position thereafter.

The appointee will be based in our Oxford office, or remotely. He/she should be able to travel nationally when necessary.

How to apply

Please email a cover letter and CV to Rachel Stancliffe at rachel@sustainablehealthcare.org.uk. Your cover letter should detail how you fit the Person Specification. 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 12 noon on Thursday 5th July 2018

Interviews will take place on Wednesday 11th July 2018

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About The Centre for Sustainable Healthcare and The Green Ward Competition

The Centre for Sustainable Healthcare

The Centre for Sustainable Healthcare is well known for its 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.

The Green Ward Competition

The Green Ward Competition is an award-winning clinical engagement programme for NHS Trusts wishing to improve their environmental sustainability and reduce their carbon footprint. 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 team with the most impactful project wins a prize and becomes an agent of sustainability change in the Trust.

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