

Job description

JOB SPECIFICATION

Job Title: Health and Care Careers Officer

Contract: Full-Time 12 months

Responsible to: Health and Care Careers Interim Manager

Salary: Range £26k to £29k depending on knowledge, skills and experience.

Next Generation Project

The Next Generation Project launched in 2018 to highlight the various career pathways and increase recruitment, within the Health and Social Care sector in Suffolk and North East Essex.

The ultimate aim of the project is to raise aspirations and awareness amongst young people and adults of the career opportunities and different pathways available within the Health and Social Care sector, with the intention of supporting and growing the future workforce. This is done by working closely with a wide range of partner organisations and also Health and Social Care Ambassadors, who are supported and coordinated by the Next Generation Project.

The ideal candidate will have an awareness of the wide range of different roles, entry routes and pathways available within the sector, with knowledge ideally gained from previous employment within Health or Social Care.

The Next Generation project is part of the ICB Suffolk and North East Essex Health and Care Academy that was created in 2019 to coordinate several workforce projects relating to promoting Health and Care careers across Suffolk and North East Essex. This role is specifically focused on the work taking place in Suffolk and North East Essex.

Purpose of the Role

A highly motivated individual is required to provide project support to the Next Generation Project Health and Care Manager whilst supporting Care Development East colleagues in their work to improve the quality of care across the area. This role will provide the operational support required to co-ordinate the Health and Social Care Ambassadors, virtual work experience, and other career activities in Suffolk and North East Essex. The post holder is required to work using their own initiative on a regular basis, manage their own workload, and will be expected to work with internal and external stakeholders as required; this will require excellent written and verbal communication, planning, and organisational skills.

Note: - This role will require regular travel throughout Suffolk and North East Essex, including occasional evening and weekend work in order to meet the needs of the project. It is therefore essential for the post holder to drive and to have access to their own vehicle.

Key Responsibilities of the Role

- To provide high-quality administrative and project support to the Next Generation Health and Care Manager including report writing and data management.
- To support the Next Generation Health and Care Manager to increase the number of Health and Care Ambassadors available across the sector ensuring there continues to be an equal split across Health and Social Care.
- To support the coordination of Health and Social Care Ambassadors, work experience, Health and

Social Care Academies, and other career activities within Suffolk and North East Essex.

- To work with schools, colleges, and other support and partner organisations to coordinate events, presentations, work experience, and mentoring, which may include managing multiple and conflicting priorities.
- To support the Next Generation Health and Care Manager to maintain close working relationships with local schools and Careers Advisors to promote careers in Health and Care to both young people and parents.
- To support the Next Generation Health and Care Manager in generating reports and dashboards as required.
- To provide training, advice, and guidance to Next Generation Health and Care Ambassadors to enable them to confidently support career activities.
- To create materials that can be used at events, such as promotional materials and information leaflets, as well as creating and maintaining a central library of presentations, interactive sessions, case studies, and success stories to be used in a wide range of career activities.
- To provide timely feedback to Health and Care Ambassadors on the effectiveness of their presentations and provide buddying opportunities where required.
- To support the coordination and delivery of Programmes for adults with the Department for Work and Pensions and other partners to promote Health and Care as a career of choice.
- To maintain project databases so that information is easily accessible.
- To work flexibly using own initiative.
- To comply with organisational policy and procedure.
- To undertake any other relevant duties and training as may be required.

Note: - This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the organisation at any time after discussion with the post holder

PERSON PROFILE

Essential Criteria:

Knowledge & Experience

- Knowledge of apprenticeships / further education within Health and Social Care, work experience, and/or other pre-employment initiatives in health or social care.
- Evidence of working and communicating effectively with a range of internal and external stakeholders
- Experience of working with others using a project management approach
- Experience of working independently without daily supervision
- Experience of presenting and delivering training to a wide group of people both virtually and face to face
- Experience of data collection, analysis and report writing
- Experience of working with people from a variety of different age groups and backgrounds, including young people, those currently unemployed, or from areas of high deprivation
- Evidence of on-going professional development

Skills, Capabilities & Attributes

- For this role you must be able to drive and have use of a car.

- Able to use Microsoft Office [specifically Teams, Outlook, PowerPoint, Word and Excel] software to an intermediate level.
- High attention to detail, ability to maintain accurate and up-to-date records
- Able to manage own workload and meet set targets
- Effective planning, organisational, and time management skills
- Able to work on own initiative
- Excellent communication skills, both verbal (presentation) and written, with the ability to adjust their communication style to suit the audience.
- Good problem-solving skills including the ability to respond to last-minute changes.
- Present clear, concise, and well-researched information to others
- Able to develop effective relationships internally and externally
- Innovative, flexible, and resilient
- An ability to maintain confidentiality and trust e.g., data protection regulations.

Qualifications and Other Requirements

- Professional qualification in training or IAG or equivalent experience.
- A Disclosure Barring Service background check will be required for this post (this will be funded by Care Development East)
- Ability to work flexibly, including occasional evening and weekend work (time off in lieu will be given)
- Ability to work within identified boundaries, seeking support when necessary

Values & Behaviours

- Works well with others, is positive and helpful, listens, involves, respects, and learns from the contribution of others
- Ability to work within identified boundaries, seeking support when necessary
- Self-motivated
- Undertakes duties in a way that supports equality and values diversity in relation to service users, carers, work colleagues, people in other organisations, and members of the public

Desirable Criteria

- NHS experience or Social Care
- Educated to Degree Level
- Experience of working with young people in educational settings
- Experience of online marketing and using social media to promote products & services

Reference ID: HACCO010823

Contract length: 12 months

Application deadline:

Expected start date:

Job Types: Full-time, Contract

Salary: £26k to £29k depending on knowledge, skills and experience.

Care Development East (formerly Suffolk Brokerage Ltd) has been established since 2007 and has an excellent reputation with the region's health & social care sector. Whilst this post is initially for 12 months, the Company will seek to secure future funding from partners based on our previous success.