

Programme Coordinator (Healthcare Education)

About NASP

The National Academy for Social Prescribing (NASP) is a registered charity and company limited by guarantee. Our goals are to promote social prescribing and to bring about a social revolution in wellbeing, as set out in the [NASP Strategic Plan](#).

To learn more about our organisation, partners, and social prescribing, please visit socialprescribingacademy.org.uk.

At NASP, we operate a flexible, hybrid working model to support both collaboration and individual needs. Most work is carried out remotely, with Microsoft Teams serving as our primary platform for meetings and planning. We also provide access to an office space at London's Southbank Centre, which staff can use as needed.

Travel may be required for in-person meetings, site visits, events, or team away days, ensuring opportunities for connection and shared learning. Travel requirements will vary depending on the duties of each particular role.

Our working culture values flexibility, wellbeing, and collaboration. We are committed to supporting our staff to work in ways that suit their roles and personal circumstances, fostering an environment where everyone can thrive and contribute to the success of the organisation.

Inclusion at NASP

At NASP, we are passionate about creating an inclusive workplace. It's important to that we represent the communities that social prescribing aims to serve and therefore we welcome applicants with lived experience of social prescribing. We also particularly welcome applicants from global majority and LGBTQIA communities, and those who identify as disabled and/or neurodiverse to apply.

We guarantee to interview candidates who identify as disabled as part of our Disability Confident Scheme commitments, provided that they meet the minimum criteria for the position.

NASP seeks to be a truly 21st Century employer and organisation. Supporting our staff's wellbeing is central to that goal, as our staff are one of our greatest assets. We are committed to ensuring fairness and accessibility throughout the recruitment process and will consider reasonable adjustments to meet individual needs. While adjustments will depend on specific circumstances, common examples include:

- Flexibility with interview times and formats, including location

- Providing documents, such as the application form, in alternative formats (e.g., large print, braille and pre-recorded video or audio recordings)

If you require adjustments, an alternative method of application, or would like to discuss your specific needs, please contact us at recruitment@nasp.info, and we will do our best to support you.

How To Apply

To apply for this role, please complete all sections of the application form (available on the [Careers page of the NASP website](#)) and send to recruitment@nasp.info by 12:00 (midday) on Monday 28th April.

Please do not send a CV, as we only assess applications based on the information provided in your chosen application format.

Interviews will be held w/c 5th May, please indicate on your application form if you might be unavailable during this period.

Applications are welcomed from applicants who wish to apply for a position based on a flexible working arrangement. Should a candidate be successful after the interview stage, any reasonable requests will be reviewed and be sought to be accommodated within the needs of the role. All appointments are subject to proof of right to work in the UK, references and a 3-month probationary period.

To support us with monitoring our commitments to access and inclusion, we kindly ask you to answer our Equal Opportunities form alongside your application. Your responses will not be shared with the panel.

For more information or an informal conversation, please email any questions to recruitment@nasp.info. We look forward to hearing from you about the role of Programme Coordinator (Healthcare Education).

Role Details & Staff Benefits

Salary: £32,800 per annum

Duration: 12 months (with possibility of extension)

Hours: Full time

Location: Hybrid – NASP have an office space at London's Southbank Centre which can be used by staff at any time. The role will be expected to work up to 2 days per week in the office with the remainder at home. There may also be additional occasional travel required for staff days and other events.

NASP offer a range of core benefits for staff on payroll, including:

- 30 days paid annual leave per annum, plus Bank Holidays
- An additional day of paid leave per year on your birthday
- Opportunities for Volunteering & CPD days each year
- Opportunity to request flexible working arrangements, including compressed hours
- Contribution to annual eye test, eyeglass purchase, and flu vaccination

Purpose of This Role:

This is a crucial role to support NASP's strategic objectives to promote and spread social prescribing at a local, national, and international level.

This pivotal role involves supporting a number of programmes that aim to develop social prescribing within healthcare systems. The role will work closely with our Healthcare Integration Lead to meet our workforce, clinical engagement, and education priorities across the organisation, providing programme coordination as well as supporting a variety of dynamic projects with the aim of supporting the expansion of delivery of social prescribing in a variety of different settings. The role will work collaboratively with colleagues across the organisation, to deliver one of our key priorities.

This is an ideal opportunity for a proactive and highly organised individual with excellent project management, administrative, and communication skills to support the development of our growing healthcare integration portfolio, whilst developing skills in supporting complex and strategic projects and a national level. The ideal candidate will be a self starter, with experience in working autonomously, and someone who has a developed understanding of the complexities of health and social care systems both at a Primary Care Network (PCN) and Integrated Care System (ICS) level.

Person Specification:

Experience & Knowledge:

- Experience coordinating events, training, or education programmes (preferably in a healthcare or community setting)
- Strong organisational and project management skills
- Proficiency in digital tools (e.g MS office, Teams, Online learning platforms)
- Ability to work both independently and collaboratively across teams
- Experience of project support, working with multiple concurrent programmes
- Ability to navigate and support complex and strategic programmes
- Good knowledge and understanding of health systems and structures
- High level of knowledge in social prescribing

Skills & Attributes:

- Affinity with NASP's Values as defined in the [NASP Strategic Plan](#)
- Flexible, positive approach and willingness to learn and collaborate
- Highly proactive, responsive and able to work on own initiative to deliver
- Highly organised, diligent, thorough and reliable
- Ability to read, digest and interpret complex documents and support communication of these to wider audience
- Able to produce high quality written material such as newsletter updates and reports

Responsibilities:

- Support the Healthcare Integration Lead to deliver workforce projects, promoting consistency in social prescribing within ICSs and PCNs
- Project manage and coordinate our new 'premium' monthly webinar series for healthcare professionals; scheduling webinars, liaising with speakers and partners (e.g. clinical bodies), and working with the Communications team to promote to healthcare organisations and the NHS; as well as ensuring technical and administrative support to run smoothly on the day, and reporting impact
- Assist in developing and delivering educational session focused on neighbourhood health and social prescribing
- Support with management of relationships with a variety of stakeholders, including NHS England (NHSE), Royal College of General Practitioners (RCGP), Royal Society for Public Health (RSPH), to support healthcare integration initiatives
- Provide coordination, administration and communication support to programmes which focus on engaging the NHS and clinicians, liaising with senior NASP staff, consultants and key partners
- Assist in establishing and maintaining strategic advisory groups within NASP to foster collaboration, peer support, and knowledge-sharing among stakeholders
- Plan, implement, and manage projects as directed by the Healthcare Integration Lead and senior leadership, implementing robust project management and evaluation tools ensuring high standards and effective evaluation throughout
- Support any new NASP initiatives and projects with healthcare integration element
- Work closely with our Communications team on the dissemination of a variety of resources include guidance, reports and case studies in relation to social prescribing across the health and care system, particularly in relation to long term conditions
- Champion NASP's role in building an integrated and effective social prescribing system at local, regional and national levels
- Produce regular bulletins and updates for advisory groups, clinical networks, and social prescribing champions
- Design and deliver feedback mechanisms to ensure NASP's engagement with the NHS and clinicians is effective and can constantly improve, including producing various actionable reports
- Gather updates, information and collect feedback to support NASP to report to funders including Government (Department for Health & Social Care)

- Ensure high levels of effective communication across the organisation on matters relating to NASPS's engagement with health systems, NHS, clinicians and healthcare students; Coordinate engagement in projects and activities
- Facilitate effective communication across NASP programmes related to healthcare integration, ensuring workforce priorities are embedded across the organisation
- Deputise for the Healthcare Integration Lead as needed to cover annual leave

Reporting To: Healthcare Integration Lead