



Programmes Coordinator (Clinical & Healthcare)

Background

The National Academy for Social Prescribing (NASP) is a newly 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.

NASP operates through a hybrid model of working, with most work taking place remotely using Microsoft Teams for meetings and planning. We have an office space at London's Southbank Centre which staff can use to work. Travel to this (and other sites) will be required from time to time for meetings, site visits, events, and away days.

Recruitment

At NASP, we are passionate about creating an inclusive workplace that promotes and values diversity. We know that different ideas, perspectives, and backgrounds create a stronger and more creative work environment, and so we welcome applications irrespective of the applicant's age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances. We also welcome applications from neurodiverse candidates.

We seek to support candidates with relevant lived experience recognising that first-hand experience of what NASP seeks to achieve around social prescribing is valuable.

We have processes and policies in place to ensure that all applications are treated fairly throughout the recruitment process and that we make reasonable adjustments for those who require it. 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, this request will be accommodated within the needs of the role.

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.

And therefore, we look forward to hearing from you about the role of Programmes Coordinator (Clinical & Healthcare)

Role Details & Staff Benefits

Salary: £32,000 per annum

Duration: 12 months (with possibility of extension)

Hours: Full time

Location: Hybrid – NASP have a permanent office space at London's Southbank Centre, this role will be expected to work up to 2 days per week here, with the remainder worked remotely at home. There may also be additional 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 pivotal role to support NASP's strategic aims to promote and spread social prescribing at a local, national, and international level.

The role involves supporting a number of programmes aiming to develop social prescribing within healthcare systems and the NHS. The role will act as a central coordinating point, collating information, organising activities to progress business plans, responding to internal and external queries, and managing internal communications to ensure good collaboration across the organisation. A key aspect of this role is to develop and manage the communication and support offer to our NHS and Student Champions, so that they have good access to NASP's resources, updates and guides to use locally; the role will also support on key strategic programmes including the Power of Music Fund, and our International work.

This is an ideal opportunity for someone with excellent administrative, business support and communication skills to develop project coordination skills and gain experience supporting complex and strategic projects at a national level.

Person Specification:

- Experience of project management/support
- Experience of detailed administrative & business support
- Able to navigate and support complex and strategic programmes
- Good knowledge of health systems and structures
- Able to read, digest and interpret complex documents such as strategic plans and consultations and support communication of these to wider audience
- Able to produce high quality written material such as newsletter updates and reports
- Demonstrable ability to work in a complex organisation that works remotely, and draw people and teams together for projects successfully
- Highly organised, diligent, thorough and reliable
- Excellent IT skills and proficient at all relevant systems e.g. Microsoft
- Highly proactive, responsive and able to work on own initiative to deliver appropriate support
- High level of literacy and excellent communication skills
- Flexible, positive approach and willingness to learn and collaborate
- Knowledge of and interest in social prescribing
- Knowledge and empathy with NASP's values and ambition as set out in the [NASP Strategic Plan](#)

Responsibilities:

Programme Coordination

- 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
- Arrange meetings, communicate with partners and take minutes/ notes
- Act as first point of contact for queries; gather information, triage and liaise with appropriate NASP staff to coordinate response
- Coordinate information and updates and share with the NHS and student Champions, managing all day to day contact and input
- Respond to queries from Champions, clinicians and NHS partners, liaising with appropriate NASP staff
- Provide administrative support to NASP's Link Worker Advisory Group and other engagement programmes
- Collate information and produce regular bulletins and resources for Champions so they feel connected to NASP and can confidently advocate for social prescribing
- Liaise with NASP Comms team to promote NHS Champions scheme, highlighting the benefits
- Design and deliver feedback mechanisms to ensure NASP's engagement with the NHS and clinicians is effective and can constantly improve, including producing regular reports
- Liaise with external event and conference organisers to manage NASP's contribution
- Update the CRM system with information on contacts, events and communication

- Gather updates, information and collect feedback to support NASP to report to funders including Government (Department for Health and Social Care)
- Ensure high levels of effective communication across the organisation on matters relating to NASPs' engagement with health systems, NHS, clinicians and healthcare students. Coordinate engagement in projects and activities
- Support the Strategic Project Manager with other high profile programmes including Power of Music and the International Social Prescribing programme as needed.

Other Responsibilities

- Work with Operations team on improving and developing processes across the organisation
- Deputise for Operations team colleagues as needed to cover annual leave (e.g. supporting on meetings or managing correspondence)

Reporting To: Strategic Projects Manager

How to Apply

Please complete the application form (available on the [Careers page of the NASP website](#)) and send to recruitment@nasp.info by 12:00 (midday) on Monday 15th April 2024. NASP have the right to bring the application deadline forward as they deem fit.

Ensure you complete all sections, including the Supporting Statement, and the details of 2 referees, including your latest employer or contracting organisation. Please make sure to add your name to the title of the application form before submitting.

Please do not send your CV. We want to assess everyone in the same way, so we will assess your application solely on the information given in the application form.

Interviews will be held w/c 22nd April. For more information and an informal conversation, please email any questions to recruitment@nasp.info.

Please note that any personal data you share will be treated confidentially and will only be used for recruitment purposes.

All appointments are subject to proof of right to work in the UK, references and a 3 month probationary period.