

# National Academy for Social Prescribing seeks Programme Delivery Support from November 2020 to March 2021

## Introduction

The National Academy for Social Prescribing seeks to recruit programme delivery support, to help develop and deliver our exciting new social prescribing support programmes at both national and regional levels.

This work will commence as soon as possible in November 2020 until 31<sup>st</sup> March 2021. It is offered either as a **secondment opportunity** for staff within our partner agencies, or as an **invitation to tender for potential partners**, who can provide this delivery support as a commissioned service.

Consideration will be given to both full-time (preferred) and part-time (minimum 2.5 days per week) applications from potential secondees at the equivalent of NHS pay grade 7 (£38,890 to £44,503 per annum), pro rata (where part-time secondments are made).

Where applicants are from potential partner organisations tendering for the work, the total budget for this work is £25,000 inclusive of VAT and expenses, based on full-time or equivalent support. The contract will be awarded on 70% ability to deliver the contract and 30% price.

## Project Brief:

To assist the NASP Partnerships team with the delivery of new programmes, aimed at supporting the development of social prescribing.

## Key responsibilities:

- Help set up and organise meetings, including the drafting and distribution of agendas and papers, take minutes, and provide follow up to ensure that actions are completed
- Create project management systems to enable all partners to deliver high-quality support on time
- Support the NASP team to demonstrate impact by helping to introduce effective monitoring and evaluation for new programmes
- Provide day-to-day support to new programmes established by NASP.
- Other reasonable activities, associated with this role

Please note that due to COVID, this work will be undertaken remotely from home, using Microsoft Teams for daily/ weekly meetings and planning sessions.

## How to apply:

Please send the following to [enquiries@socialprescribingacademy.org.uk](mailto:enquiries@socialprescribingacademy.org.uk) by midnight on Sunday 1<sup>st</sup> November:

- Covering letter outlining your offer, price and ability to deliver and when you can start
- CV of the person who will be doing the work
- 2 references, including from latest employer/ contracting organisation

Interviews will be held w/c 2<sup>nd</sup> November. For more information and an informal conversation, email questions to above address.