

FULL JOB DESCRIPTION:

<i>JOB TITLE:</i>	Programme Manager, <i>Aspiring to Excellence</i>
<i>ACCOUNTABLE TO:</i>	CEO
<i>ACCOUNTABLE FOR:</i>	n/a
<i>WORKING WITH:</i>	<i>Aspiring to Excellence</i> Faculty Award-holder organisations
<i>LOCATION:</i>	Hammersmith, London (move planned to Victoria)
<i>HOURS:</i>	Full time (35 hours)
<i>SALARY RANGE:</i>	£38,000 - £40,000
<i>LENGTH OF CONTRACT:</i>	Three years, fixed term

NASS

NASS is the leading registered charity dedicated to the needs of people with axial spondyloarthritis (axial SpA) including ankylosing spondylitis (AS) an inflammatory arthritis affecting the spine and other joints. Our role is to provide information, support and resources for people with AS and their families; to campaign on their behalf for better health services; and to support research into the condition. NASS is a small team of twelve full time members of staff and around 90 volunteer-led branches throughout the UK that provide regular supervised physiotherapy and hydrotherapy sessions.

Aspiring to Excellence

We want to ensure that 'every patient, every time' gets high quality patient-centred axial SpA care. To do this we want to work with rheumatology care arrangements across the UK that are aspiring to achieve excellent care, support them, understand what it is that they are doing well that others could learn from, and develop and disseminate learning material in order that others can improve their care too. They will work together in a national network, with an 'all teach, all learn' approach. Key to the long-term impact of this strategic programme will be the development of innovations that lead to new systems and structures that create sustainable high-performance.

Aspiring to Excellence is a strategic partnership between NASS, BRITSpA (the professional society for those working in axial SpA care), and three companies: AbbVie, Novartis and UCB.

A Faculty comprised of NASS, clinical experts and industry partners will design and oversee the programme. We will engage quality improvement experts to work alongside us. We will commission research to develop a rigorous patient view of what high quality care looks like. This will sit alongside the clinical guidelines for axial SpA which were developed by NICE in 2017.

We will fund three cohorts of participants through a competitive award-scheme, with a total number of awards of approximately 18. Calls for applications for cohort one will be launched on April 30 and the winners announced on October 12. The award holding sites will meet together for the first time in November 2019. We will make further awards in October 2020 and October 2021.

The network will meet four times a year and will be supported outside of the meetings by webinars, etc.

Our aim is to share learning nationally and internationally. A dissemination plan will include: proposing integrated sessions for relevant UK and international conferences to showcase the approach and the learning; a suite of improvement stories; webinars; site visits; learning reports; and peer reviewed publications.

Purpose of role

Working with a Faculty of experts, the postholder will manage the design, delivery and review of *Aspiring to Excellence*. This includes the award making process, commissioning research, commissioning quality improvement experts, all of the logistics associated with the Faculty, network meetings and support programme, the dissemination programme and reports to sponsors. The post will involve some UK travel and networking.

Key tasks

- Develop, implement and review the programme plan.
- Working with the CEO, define the programme's governance arrangements.
- Co-ordinate all meetings of the Faculty and associated papers and logistics.
- Design the award application, shortlisting and award-making process including all materials.
- Commission quality improvement experts to work alongside the Faculty in designing and facilitating the programme.
- Commission research to develop a patient definition of quality in axial SpA care.
- Work with the Faculty to design and deliver an approach to dissemination which may involve commissioning dissemination experts.
- Build and manage relationships with a range of external stakeholders.
- Manage risks to the programme's successful outcomes.
- Manage the *Aspiring to Excellence* budget.
- Work with the Head of Communications and Marketing to develop and implement a communications strategy.
- With the Senior Supporter Engagement Manager to develop reports for sponsors
- Undertake training identified as necessary.
- Undertake such other tasks as may reasonably be required.

ESSENTIAL REQUIREMENTS

<i>EDUCATION AND TRAINING</i>
▪ Degree or equivalent experience
▪ Willingness to undertake training and continuing professional development
<i>EXPERIENCE</i>
▪ Significant experience in a programme management role
▪ Excellent knowledge of techniques for planning, implementing and monitoring programmes
▪ Good understanding of healthcare quality improvement principles and approaches
▪ Budget management experience
▪ MS Office applications
<i>PERSONAL ATTRIBUTES</i>
▪ Exceptional written and verbal communication skills
▪ Strong creative thinking and problem solving skills
▪ Ability to build relationships and influence a range of stakeholders
▪ Collaborative and able to work well across functions
▪ Ability to work flexibly in a small team
<i>OTHER REQUIREMENTS</i>
▪ Willingness to travel across the UK as required

A qualification in business management or project management is desirable.