**JOB TITLE:**SeniorPartnerships and Engagement Officer / NHS / Healthcare Professionals

**SALARY:**      £33,000 per annum + Generous Benefits

**LOCATION:**   London

**JOB TYPE:**    2 Years Fixed Term Contract

**----------------------------------------------------------------------------------------------**

**DETAILS:**

**Senior Professional Partnerships and Engagement Officer,** who has a background working with or within the NHS, is required to develop key relationships with specialist NHS Departments. They will work collaboratively with these departments to provide better health outcomes for people with axial spondyloarthritis (axial SpA). Axial SpA is an inflammatory disease of the spine and joints. Inflammation where muscles attach to the bones, causes extreme pain. If left untreated, it can permanently fuse bones together.

This is a newly created role, and you will work for a leading, national charity that is working to transform the diagnosis and care of people living with axial SpA promoting two major programmes of work on delay to diagnosis and service improvement.

**SALARY:** £33,000 per annum + Generous Benefits (includes: Generous Employer Pension Scheme, Time Off in Lieu, Employee Assistance Programme, Financial Support for Sight Tests and Spectacle and a Death in Service Scheme)

**LOCATION:** This role **will involve national travel with some overnight stays** and quarterly meetings in London.

**JOB TYPE:** 2 Years Fixed Term Contract

**JOB OVERVIEW**

Working as the Senior Professional Partnerships and Engagement Officer you will present and raise awareness of the charity’s major programmes relating to axial spondyloarthritis, reaching out to specialist NHS rheumatology teams around the UK.

As the Senior Professional Partnerships and Engagement Officer you will promote the work carried out by the charity, in particular the Act on Axial SpA campaign, seeking to reduce the time to diagnosis from 8.5 years to one, and the Aspiring to Excellence programme, the largest quality improvement programme in axial SpA in the UK. You will also be responsible for developing a toolkit for promoting the work of NASS, creating materials for health professionals to use promoting the charity’s work, as well as putting together a peer to peer influencer network.

As a successful candidate you will have previous knowledge of the processes and systems in place when dealing with the NHS and have excellent collaborative, communication and presentation skills.

**Full Job Description**

|  |  |
| --- | --- |
| **Job Title:** | **Senior** Partnerships and Engagement Officer |
| **Accountable To** | Head of Policy and Health Services |
| **Accountable For** | Health professionals  Local statutory health bodies |
| **Working With** | Health professionals  Local health authorities  Professional bodies  Researchers  Internal project teams  People affected by axial spondyloarthritis |
| **Location** | **Flexible: Home or office based (Hammersmith, London)** |
| **Hours** | Full time (35 hours) |
| **Contract** | Fixed term (2 years) |
| **Salary Range:** | £28,000 to £31,000 p.a. |

**NASS**

We are NASS, the National Axial Spondyloarthritis Society. We are here to transform the diagnosis and care of people living with axial spondyloarthritis, so everyone can live well with it.

Axial SpA is an inflammatory condition of the spine and joints. It works silently, leaving people in increasing pain and feeling exhausted. In the UK, more people live with axial SpA than MS and Parkinson’s combined, and it affects young people, with symptoms often starting in mid-teens to early 20s.

Want to find out more about life with axial SpA? Watch this video featuring Bethany, talking about life with the condition and her journey to diagnosis. <https://youtu>.be/iHFzUEdkQC8

**Purpose of role**

To work with the Head of Policy and Health Services to raise awareness amongst health care professionals about two of our major programmes - *Act on Axial SpA* and *Aspiring to Excellence* and encourage their involvement and use of our resources. To promote the broader range of NASS patient-focused resources that healthcare professionals can use. The role will involve regular travel and engagement with health care professionals. The successful candidate will be enthusiastic about improving the diagnosis and treatment of axial SpA (AS) and enjoy interaction with others.

**About Act on Axial SpA: A Gold Standard Time to Diagnosis**

It currently takes an average of 8.5 years to get a diagnosis of axial SpA (AS). In June 2021, following a consultation period, we published a set of proposals to achieve a Gold Standard time to diagnosis of one year, thereby enabling more patients to access appropriate treatment earlier and improve their health and well-being. You can access the report here: <https://www.actonaxialspa.com/wp-content/uploads/2021/06/NASS_A-Gold-Standard-time-to-diagnosis_DIGITAL_28pp_compressed.pdf>

***NASS is the first organisation in the world to propose a Gold Standard time to diagnosis. This programme represents the largest intervention of its kind in axial SpA anywhere in the world.*** You can find out more about the programme and our proposed initiatives on our bespoke website: [www.actonaxialspa.com](http://www.actonaxialspa.com).

**About Aspiring to Excellence**

Aspiring to Excellence is a quality improvement award programme designed to encourage and recognise service improvement in axial SpA (AS) care. Currently 11 rheumatology departments are involved and a further 5 or 6 will join in 2022. Our first report is here: <https://nass.co.uk/wp-content/uploads/2021/10/NASS-Driving-Improvements-in-axial-SpA-Services-DIGITAL.pdf>

***This is the largest service improvement programme in axial SpA anywhere in the world.***

**Key tasks**

* Promote the work of NASS to relevant audiences through a series of visits to relevant health settings
* Work in collaboration with the Head of Policy and Health Services, Head of Communications and the communications team to develop a strategy for engaging healthcare professionals, and support its implementation
* Build upon established relationships and establish new ones with health professionals who work with people with axial SpA, creating a network of axial SpA peer to peer influencers
* Compile a toolkit of materials to use to raise awareness of axial SpA and NASS, and specifically *Act on Axial SpA* and *Aspiring to Excellence*, amongst health care professionals, to be used during a programme of visits to relevant health care settings
* Develop materials to be used by health professionals promoting the work of *Act on Axial SpA*
* Continue the endorsement campaign related to *Act on Axial SpA*
* Create metrics to measure the impact of the health professional awareness work and monitor the progress and provide reports on impact to the Programme Manager
* Work alongside team members to disseminate the learning products as a result of *Aspiring to Excellence*
* Build relationships with key stakeholders in local axial SpA and inflammatory back pain pathways
* Assist on projects and key areas of NASS work as directed by the Head of Policy and Health Services.

**Person Specification**

**Job title** Senior Partnerships and Engagement Officer

|  |  |
| --- | --- |
|  | **Essential/Desirable**  **Criteria** |
| **Education and training** |  |
| Two years relevant experience | Essential |
| Willingness to undertake training and continuing professional development | Essential |
| **Experience** |  |
| Understanding of the NHS across all four nations | Essential |
| Understanding of basic data analysis | Desirable |
| Experience of working in an office | Desirable |
| Experience of working in a charity or the NHS | Essential |
| Excellent communication skills, including the ability to speak and write clearly and professionally using a high standard of English | Essential |
| Experience of using industry standard IT systems (e.g. Microsoft Office, Email, Internet etc.) | Essential |
| Event organising | Desirable |
| Excellent copywriting skills, with the ability to produce compelling copy that is free from errors | Essential |
| **Personal attributes** |  |
| Ability to communicate effectively with a wide variety of people both verbally and in writing | Essential |
| Ability to work under pressure and on a variety of tasks | Essential |
| Ability to work with a minimum of supervision and autonomy but have an awareness of when to share problems and seek advice | Essential |
| Strong commitment to team working | Essential |
| Excellent time management skills | Essential |
| **Other requirements** |  |
| Willingness to work outside of set office hours as required | Essential |
| Willingness to travel regularly within the UK | Essential |

**TERMS OF EMPLOYMENT**

|  |  |
| --- | --- |
| **Contract** | **Fixed term (2 years)** |
| **Probation** | This appointment is subject to a 6 month probation period. |
| **References** | This appointment is subject to receipt of 2 satisfactory references, both from previous employers. |
| **Criminal Records Bureau** | Due to the nature of the duties that you will be expected to undertake, you will not be required to undertake a CRB check at this time. However, you will be asked to complete a criminal record disclosure. |
| **Health and Safety** | NASS is committed to providing a safe and healthy working environment. |
| **Equal Opportunities** | NASS is committed to equal opportunities.  All procedures and activities comply with legislation and best practice as determined by our Equal Opportunities Policy and Diversity and Equality Policy. |
| **Annual Leave** | 25 days leave per year, plus 3 additional non-transferrable days in between Christmas and New Year, plus Bank Holidays |
| **Training and Development** | You will be encouraged to attend both in-house and external training and development activities to support you in your role. |
| **Induction** | NASS is committed to staff induction. This is an ongoing process from date of commencement in post. |
| **Pension** | NASS operates a Group Personal Pension Scheme and makes an employer contribution of 10% of gross income. |
| **Death in service scheme** | The scheme will pay out a sum equal to 3 times annual salary in the event of your death, as long as you are working for NASS at the time you die |
| **Employee Assistance programme** | Confidential support is available for staff who may need it |
| **Sight tests and spectacles** | NASS pays for sight tests for eligible staff and makes a contribution towards spectacles costs where required |
| **Other** | Travel expenses for journeys other than to the NASS office will be fully reimbursed. |