

Programmes Co-ordinator



Responsible To	Associate Director of Programmes
Salary	£30,000 per annum
Job Location	Based in Amersham, Buckinghamshire, some home working also available
Hours	Full time (35 HOURS excluding lunchbreaks)
Annual Leave	28 days holiday per year plus public holidays, including three days when the office is closed over the Christmas period (when holiday time must be taken).

Roald Dahl's Marvellous Children's Charity provides specialist nurses and support for seriously ill children.

Our vision is that every seriously ill child deserves a Roald Dahl Nurse Specialist and fundraising is core to achieving this.

Job Description

Roald Dahl's Marvellous Children's Charity provides specialist nurses and support for children living with complex, lifelong conditions.

The purpose of the role is to work within the programmes team with specific responsibility for establishing, engaging with, and supporting our Roald Dahl Nurses.

We are looking for someone who shares our core values of being child focused, compassionate, resourceful, and spunky; someone who is passionate about supporting children, young people and their families by working closely with their Roald Dahl Nurses.

Applicants should have experience of partnership working and building effective relationships with professionals and families to achieve best outcomes for children and young people.

A degree in Nursing/ Health /Youth Work/ Social Work/Community or Education is essential while experience of working within the NHS is advantageous.

Key Responsibilities

- Liaise with nurses and their line managers to introduce Roald Dahl's Marvellous Children's Charity
- Send out yearly nurses' audit, collate data then participate in analysis and report writing.
- Be point of contact for the Roald Dahl Nurses maintaining regular communication and engagement, organise new nurse induction day and packs, business cards, badges, uniforms, posters etc and send the nurses the charity promotional materials.
- Manage the individual Roald Dahl Nurse Training and Development grants, providing recommendations to Associate Director of Programmes and ensuring monitoring reports are received and impact of training support measured.
- Support the Associate Director of Programmes with the delivery of group training and development programmes for Roald Dahl Nurses.
- Maintain meaningful engagement with the Roald Dahl Nurses by effective use of the digital platform, planned events, training opportunities, conference and quarterly newsletter.
- Support Associate Director of Programmes with the application process for new Roald Dahl Nurse posts, as required.
- Update and maintain the database and records of Roald Dahl Nurses.
- Advise colleagues of any changes in numbers/details of Roald Dahl Nurses
- Co-ordinate the digital platform, Facebook workplace, to help support and keep Roald Dahl Nurses up to date (knowledge library, notifications etc)
- Work with the Associate Director of Programmes to deliver Roald Dahl Nurses' Conference in a timely manner with best use of resources to result in a successful and cost-effective event.
- Organise the New Nurse Induction Days both in person and virtually.
- Assist the Associate Director of Programmes with the running the nurse-led innovation programme, as required.

Other Matters

This job description helps the postholder to understand her/his main duties. It is not exhaustive, and the role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility appropriate to the grade of the post.

Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Confirmation of appointment will be subject to a satisfactory Disclosure and Barring Service report.

The appointment is subject to the satisfactory completion of a three-month probationary period.

Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. While our offices are not currently accessible for people with significant mobility difficulties, we will make all reasonable adjustments to allow the most suitable candidate to perform their role effectively.

The postholder may be required to travel within the UK, for example to attend meetings in other parts of the country. This may very occasionally require overnight stays, though with advance notice. The postholder may also be required to undertake occasional evening and weekend work when, for example, we hold or attend events.

Roald Dahl's Marvellous Children's Charity operates a no-smoking policy.

If we offer you a job, we will check your:

- proof of eligibility to work in the UK (we don't support sponsorship requests)
- proof of address
- references
- criminal records check

To apply, please email your CV along with a covering letter explaining your interest and suitability for the role and how your experience addresses its requirements as per the attached Job Description and Person Specification.

Please note that applications without a covering letter will not be accepted.

Please also note that due to the expected volume of applications, it may not be possible to acknowledge and respond to all applicants.

The closing date for applications is Friday, 29th May 2024 however applications will be reviewed as they are received, and interviews may be held.

Person Specification: Programmes Co-ordinator	Essential (E) or Desirable (D)
1. Experience:	
Clerical and/or administrative experience	D
Charity and/or healthcare background (ideally in the children's sector)	D
Stakeholder relationship co-ordination experience	E
Experience of using a CRM database	D
Proven track record in project and/or programme management support	E
Events, workshops & conferences organisation experience	D
2. Skills	
Able to develop effective relationships with children, young people and adults	E
Works with tact and diplomacy and the ability to respect confidentiality	E
Ability to work well in a team environment with limited supervision	E
Ability to provide progress reports – written and verbal	E
Ability to manage and understand complex data, including numerical data, and create reports and analysis	E
Time-management skills to work under pressure, to prioritise and to meet deadlines	E
Competent and confident computer skills including MS Office	E
3. Personal Qualities	
Enthusiastic, hardworking, self-motivated and driven with ability to work independently	E
Excellent interpersonal, communication and team working skills	E
Adopts an inclusive approach to work which welcomes, respects and values difference	E
Flexible and adaptable	E
Highly organised with excellent attention to detail	E
Creative approach to problem solving	E