

Accreditation Co-ordinator

The National Gold Standards Framework (GSF) Centre in End-of-Life Care is the national training and coordinating Centre for all GSF programmes, enabling generalist frontline staff to provide a gold standard of care for people nearing the end of life. GSF improves the quality, coordination and organisation of care leading to better patient outcomes in line with their needs and preferences and greater cost efficiency through reducing hospitalisation. The GSF Centre CIO is a registered charitable organisation.

Our aspiration is to create a compassionate organisational culture responsible for the delivery of training that brings about individual and organisational transformation, enabling a 'gold standard' of care for all people nearing the end of life

Job description and person specification

Responsible to	Chief Operating Officer
Key relationships	Chief Operating Officer, Training Coordinator, Accreditation Leads and Finance Manager

Purpose of role

This role provides a key admin support and accreditation function across the senior management and clinical team.

Specific tasks and responsibilities

- Management of the annual GSF Accreditation process including the review and updating of documentation after every conference.
- To maintain effective internal and external communications to notify organisations of refresher training sessions and to coordinate their Accreditation registrations.
- Together with the Accreditation Lead be a link for all Clinical Associates, including the allocation of visits and the distribution of e-portfolios for marking prior to coordinating all visits.
- Lead on the accreditation processes, running and resourcing of the annual accreditation panel.
- Maintain effective communication with virtual team – includes clinical associates and flag areas of concern to the COO.
- Marketing and communications - supporting others in the team with planned externally directed emails to ensure accreditation numbers are achieved year on year.
- Proficient in using Microsoft office suite including Word and Excel, TEAMS and ZOOM for communication.
- Attend the board on a quarterly basis, minute meetings and communication with all board members.
- Support the chair of the board with any administrative duties.

Information Management:

- The post holder will be required to handle electronic data and email communication on a regular basis.

- Accountable for quality assurance of your own project and programme provision within work area(s).
- Project Management of specific projects, working within the team ensuring efficient follow up and tracking of progress against planned actions.

Quality:

- To ensure that outcomes are delivered within budget parameters and to defined quality standards and equal opportunities policy within work areas/domains.
- To maintain high quality standards in all communications and discussions with candidates and external agencies.
- Contribute to the development of audits and evaluation reports.
- Internal communications, documentation, letters and emails are professional and efficient and the databases and the intranet are kept in an organised and efficient way.
- Resources support and maintain GSF computer systems established for our training programmes including materials on the website, evaluation tools.
- Teamwork linking with all members of the team, clinical associates and ensuring collaborative teamworking, including regular feedback and updating at team meetings.

General

- Help coordinate the implementation of GSF training and on-going support for participants to ensure effective outcomes.
- Implementing marketing, communication, and income generation plans, and recruiting and tracking expressions of interest areas leading to secured commissioned projects.
- Supporting clinicians to fulfil their duties in relation to event management, appointments, minute taking, travel and any academic and strategic requirements.
- Ensure communications, documentation, letters, and emails are professional and efficient, and the databases and the intranet are kept in a lean organised and efficient way.

No budgetary control currently applies to this role.

This role profile is not exhaustive and is subject to review

Person Specification

E = essential

D= desirable

Experience and knowledge		
Importance	Criteria	Assessment
E	Organisational competence and abilities in project management and programme coordination	Shortlisting/interview
E	Experience and ability to support the planning, progress tracking and evaluation of projects/programmes	Shortlisting/interview
E	Able to work on own initiative and as part of a team.	Shortlisting/interview
E	Strong IT skills including Microsoft Office, Word, Excel, TEAMS, and ZOOM. Accurate data entry and use of databases	Shortlisting/interview
D	Communications and marketing interest, and ability	Shortlisting/interview
D	Knowledge or experience of working in a health and social care setting.	Shortlisting/interview
Skills and abilities		
E	Competence in multi-tasking, project management principles and planning.	Shortlisting/interview
E	Excellent personal communication skills and the ability to communicate effectively and confidently.	Interview
E	Ability to work to deadlines and prioritise tasks effectively to meet deadlines.	Interview
E	Excellent organisational skills with a strong ability to work well both independently and as part of a team.	Shortlisting/interview
E	Strong attention to detail and accuracy, and a proactive approach to problem solving.	Interview
E	Ability to work under pressure.	Interview
E	A commitment to understanding the work of GSF to better carry out the role and engage with colleagues and stakeholders.	Interview

Terms and Conditions of appointment

Contract	Permanent
Salary	Initial salary negotiable depending on experience, competence, and expertise, salary is from – £27,596 per annum (pro rata 30 hours £22,076).
Probation period	Six months
Notice period	Two months' notice.
Work Pattern	Part time 30 hours per week
Pension	You will be auto enrolled into the NEST pension scheme
Holiday	27 days per year, plus bank holidays. The leave year runs from 1 April to 31 March
Location	Home working