

# Lead Nurse for Health and Social Care

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 organizational 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

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| Responsible to      | Chief Operating Officer (COO).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Key relationships   | Chief Operating Officer, Training Coordinator and Training and Accreditation leads, Accreditation coordinator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Summary of position | <p>The post holder is accountable to the COO for the effective and efficient delivery of the health and social care programmes this includes.</p> <ul style="list-style-type: none"><li>• Leading or supporting the delivery of the <b>GSF training and accreditation programmes</b>.</li><li>• Contribute to <b>strategic planning</b> for the GSF Centre as the leading training provider of end-of-life care to generalist frontline staff, for people with all life-limiting conditions in all settings.</li><li>• Contribution to internal and external <b>communications and recruitment</b> in response to increase activity and stretched targets.</li><li>• <b>Provide another point of contact for our clinical associates</b> and our Regional Training Centres, as required across the country.</li><li>• Support <b>intrinsic evaluations and development of the evidence-base</b> including audit and where possible the publication of articles.</li><li>• <b>Presenting at National Conferences</b> promoting all GSF programmes.</li><li>• <b>Represent the organisation when reaching out to donors as required</b>, links with the business development manager.</li></ul> |

## Key tasks and responsibilities

### Training and Accreditation

- Support ongoing development of GSF programmes in EOLC across health and social care.
- Wider team - Clinical Associates and Regional Training Centres (RTC's) – Support the ongoing development of the Clinical Associates and RTC's.
- Vision of further development of GSF programmes and product development in the current context.
- Support the running and resourcing of the annual accreditation panel and awarding of plaques at GSF national conferences.

## Professional Leadership:

- To make a positive contribution to the corporate ethos of teamwork and collaboration by providing positive leadership, motivating, and inspiring others to work towards the attainment of GSF's key objectives and goals.
- Reinforce and promote the organisational culture of compassion and openness.
- Develop and maintain expertise across the GSF agenda, identifying new developments and responding positively to internal and external initiatives.

## Information Management:

- Contribute to the preparation of draft publications and the editing of reports. 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, teaching and discussions with candidates and external agencies.
- Outreach, marketing, and communications - supporting others in the team and implementing planned externally directed emails/mailings to ensure recruitment to training programmes, securing of commissions and awareness raising. Monitoring and responding initially to expressions of interest and referring them appropriately.
- 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.
- Update resources and support and maintain GSF computer systems established for our training programmes including materials on the website, evaluation tools. Support the production, distribution, monitoring of GSF materials and other resources.
- Teamwork Linking with all members of the team, clinical associates and RTC's ensuring collaborative teamworking, including regular feedback and updating at team meetings.

## General:

- Co-ordination to work closely with the team to coordinate various projects including the GSF Training and Accreditation Programmes.
- Communication and marketing to respond to requests, queries and enquiries by phone, email assisted by others in the team, and to refer to others when appropriate. A good telephone manner is helpful and ability to liaise with colleagues.
- Contribute to the overall strategic and operational vision of the company with robust systems of working and organisational management skills. Ability to generate and compose reports using evaluation and audit data generated from the different training programmes and accreditation programmes, is of value also.

No budgetary control or line management currently applies to this role.

**This role profile is not exhaustive and is subject to review.**

**Person Specification**      E = essential      D= desirable

| Importance                      | Criteria                                                                                                                                                            | Assessment             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Experience and knowledge</b> |                                                                                                                                                                     |                        |
| D                               | Experience of training in End-of-Life care, palliative care, GSF and teaching.                                                                                      | Shortlisting/interview |
| E                               | Experience in national strategic thinking and developments, operational cascade and delivery of training, and ability to travel as required (within agreed limits). | Shortlisting/interview |
| E                               | Organisational competence, ability to work on own initiative and as part of a team and ability to effectively project manage.                                       | Shortlisting/interview |
| E                               | Good communications and teamworking skills.                                                                                                                         | Shortlisting/interview |
| D                               | Communications and marketing interest.                                                                                                                              | Shortlisting/interview |
| D                               | Excellent writing, IT, evaluation, communication, academic and other skills.                                                                                        | Shortlisting/interview |
| <b>Skills and abilities</b>     |                                                                                                                                                                     |                        |
| D                               | Competence in teaching and understanding GSF in End-of-Life Care.                                                                                                   | Shortlisting/interview |
| E                               | Excellent personal communication skills and the ability to communicate effectively and confidently.                                                                 | Interview              |
| E                               | Multi-tasking, project management principles and planning, aability 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 work closely with the GSF Central team in the implementation of the work to improve EOLC across the UK.                                             | Interview              |

**Terms and Conditions of appointment**

|                         |                                                                                                                                                                            |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract</b>         | Permanent                                                                                                                                                                  |
| <b>Salary</b>           | Initial salary negotiable depending on experience, competence, and expertise, salary is from £45,150 WTE depending on experience (For three days a week £27,090 pro rata.) |
| <b>Probation period</b> | Six months                                                                                                                                                                 |
| <b>Notice period</b>    | Three Months                                                                                                                                                               |
| <b>Work Pattern</b>     | Part-time 3 days/week                                                                                                                                                      |
| <b>Pension</b>          | You will be auto enrolled into the NEST pension scheme                                                                                                                     |
| <b>Holiday</b>          | 27 days holiday plus bank holidays 1 <sup>st</sup> April – 31 <sup>st</sup> March each year                                                                                |
| <b>Location</b>         | Home working although during accreditation April – July you will be required to travel away from home, this will include overnight stays away from home.                   |