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| **Role Summary** |
| Job Title: | *Clinical Service Coordinator* | Salary: | £28,000 |
| Function: | Operations |  Full Time (35 hours) |
| Reports to: | Clinical Coordinator | Base Location: | Home based but travel expected to Northampton and Andover  |

**YOU WILL :-**

* Be an enthusiastic ambassador for the service, liaising with partners, stakeholders, officers and staff.
* Be aware of, and work within, the confidentiality requirements when working in a clinical setting.
* Provide critical support, being the central point of contact and administration for all business related to the project.
* Competent use of DMWS systems and inputting of essential service data.
* Monitor project related email accounts and respond to inquiries in a timely manner or forward the emails to the relevant individuals within the project.
* Attend various governance and stakeholder group meetings. Where appropriate, schedule and coordinate meetings, ensuring all are informed, take comprehensive meeting minutes and distribute them to attendees promptly.
* Attend the weekly Multi-Disciplinary Team meeting. Take comprehensive meeting minutes and distribute them to attendees promptly.
* Where required, facilitate meetings, serving as a point of contact for meeting logistics such as venue booking and equipment set-up. Ensure effective communication and collaboration during meetings.
* Ensure that the project registers are accurately maintained, liaising with all staff to ensure reviews and checks are scheduled and delivered on time.
* Actively contribute to a culture of innovation, resourcefulness, and best practice to make the best use of your time and others. Able to spot and identify positive opportunities for change and development.
* Work in an agile manner, being willing to put time and effort where organisational priorities require and approach your role with flexibility and enthusiasm.
* Treat everyone with dignity and respect, always abiding by our Diversity & Inclusion Policy and challenging any unfair practices or behaviours. Celebrate diversity and help the organisation to be an employer of choice.
* The role is home based, but with a requirement to travel subject to need.

**IDEALLY YOU WILL HAVE:**

* Proven experience in project coordination and administration.
* Experience in a clinical setting.
* Strong organisational and time management skills, with the ability to multitask effectively and being willing to put time and effort where organisational priorities require and approach your role with flexibility and enthusiasm.
* A detail-oriented approach, as attention to detail is key in this role.
* Experienced and extremely competent in the use of Microsoft 365 products (E.g. Teams, Excel, Word, SharePoint, Outlook, Planner, etc.).
* Experience in the nonprofit sector or working with partnerships.
* Excellent communication skills, both written and verbal. You will be working with colleagues across public, third sectors, and business, as well as internal partners. Effective communication with individuals at all levels is essential in this role.
* Experience with meeting coordination and minute-taking.
* Ability to work collaboratively in a team environment.
* A self-starter – you’ll be self-motivated, able to run with a task when given it, whilst making a judgement call on when to ask for help or guidance.
* Familiarity with safeguarding protocols and relevant legislation.
* Ability to keep accurate records and a good understanding of the importance of data.
* A current Driving Licence and access to a vehicle.
* A strong commitment to work in accordance with and promote our values which are: -
	+ **Commitment** - We are passionately committed in heart and mind to the people we support, delivering our service whenever and wherever they happen to be.
	+ **Integrity** - We act with integrity, consistency, and honesty in all that we do.
	+ **People** - We support each other. We trust, encourage, and develop our staff, because we know that it is our people who make us what we are.
	+ **Working Togethe**r - We work collaboratively together and with others to provide the best possible service to the people we support.