

# WHAT'S THE ROLE?

## HEALTH IMPROVEMENT COORDINATOR (POLICY AND HEALTH INFLUENCING)

I make sure the Policy and Health Influencing Team have the administrative and logistical support they need to deliver projects and activities that achieve the organisations priorities and support men and their families. I work proactively and flexibly, providing support to other teams across the Health Services, Equity and Improvement Directorate when needed.

### THIS ROLE WOULD BE GREAT FOR YOU IF YOU...

- Provide support across the department's teams to help with the delivery and functioning of health improvement priorities, such as:
  - Handling financial processes
  - Making travel arrangements
  - Co-ordinating and providing support at meetings and events – including virtual meetings
  - Co-ordinating and supporting internal and external communication
  - Managing and maintain relevant databases and monitoring systems
  - Maintaining and update relevant webpages and coordinate teams' digital and social media communications
- Support the horizon scanning of developments that may be relevant to the work of policy and health influencing e.g. govt policy announcements
- Coordinate and deliver a programme of social media and digital comms to promote the work of Policy and Health Influencing activities.
- Support the activities that inform our policy and health influencing work e.g. Freedom of Information requests
- Organise clinical expert reference groups and project steering groups
- Coordinate the collection of data that informs board level reporting on the impact of our work
- Actively contribute to a flexible, multidisciplinary team and work pro-actively to support other teams across the Directorate, as needed.

### WHO YOU ARE

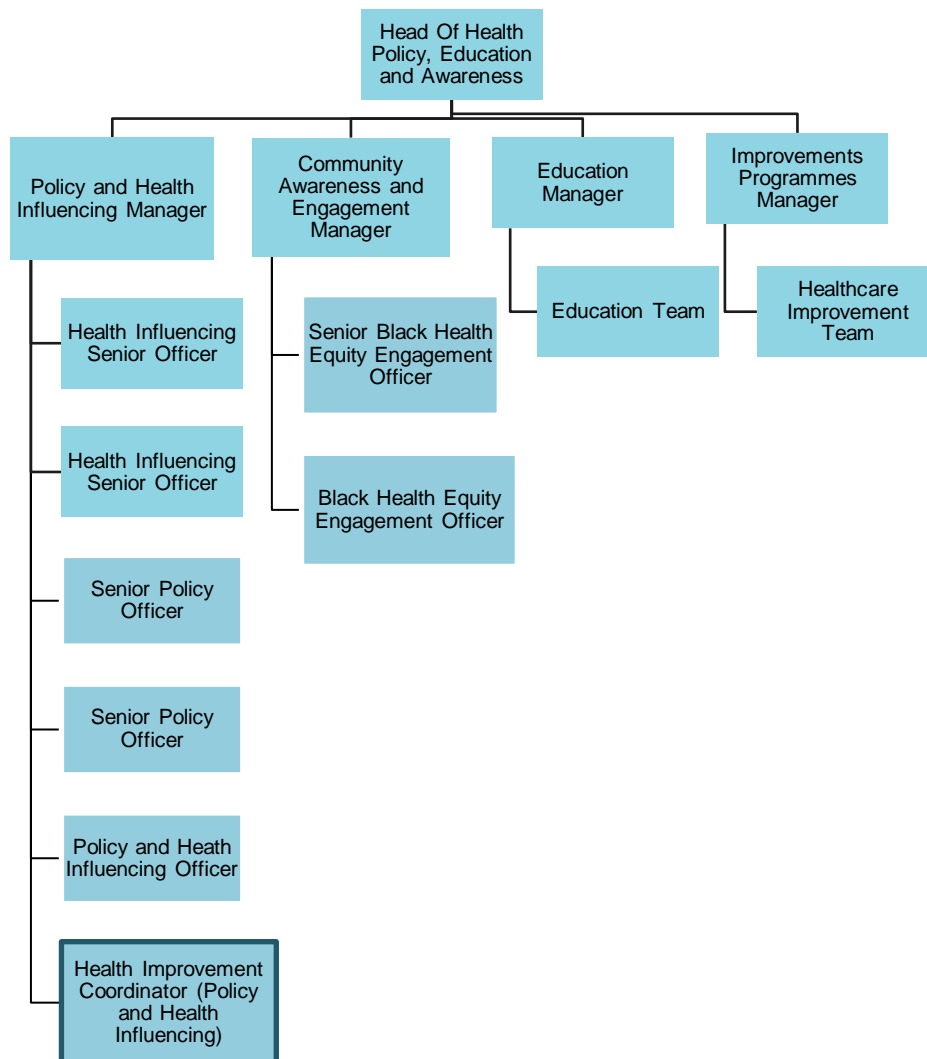
- An effective communicator with strong written and verbal skills
- Excellent organisational skills, experience of using own initiative and able to manage multiple and competing priorities to deliver in a fast-paced environment
- Experience of supporting complex activity streams within a dispersed team (i.e. across the UK)
- Skilful at using digital platforms to support stakeholder engagement and management

- Ability to co-ordinate activity between teams to support effective working across the organisation and across the UK
- Experienced at recording and monitoring data and reporting on results
- Experience of or willingness to get involved with co-ordinating and supporting high level meetings and events
- Comfortable updating webpages and creating new online content
- Experience in supporting influencing activity
- Interest in influencing and driving change
- Experience of, or demonstrable interest in working in the health or voluntary sectors
- Actively supports our commitment to equity, diversity, inclusion and allyship.

# YOUR ROLE: THE NUTS AND BOLTS

- Your line manager:** Policy and Health Influencing Manager
- Pay Band:** Band 2 - Coordinator
- Contract:** Permanent
- Hours:** Full time 37.5 hours per week. We're happy to consider requests for flexible and part-time working on hiring.
- Location:** Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office one day a month and we may need you to come in for specific meetings.

## WHERE DOES MY ROLE FIT IN THE ORGANISATION?

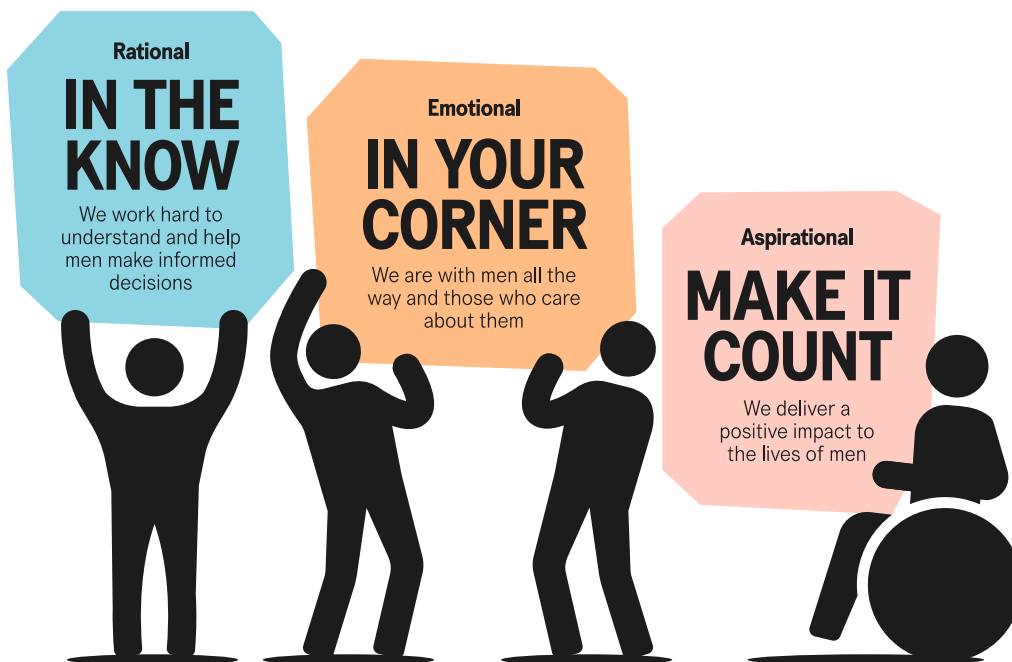


# OUR CULTURE

## VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

## OUR VALUES



## OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
<b>GENEROUS WITH KNOWLEDGE</b> Switched on and well-connected, we share our expertise and make informed decisions.	<b>GOT YOUR BACK</b> Unembarrassed and reassuring, we listen, understand and stand up for those in need.	<b>DO WHAT MATTERS</b> Impossible to ignore, we focus on what matters to drive results and maximise our impact.
<b>NATURALLY CURIOUS</b> Constantly learning and hungry for knowledge, we challenge and push for answers.	<b>OPEN TO ALL</b> Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	<b>NEVER SETTLE</b> Fired up and determined to make a difference in everything we do – and driven to give our best.