

Title: Lead Health Advisor (Occupational Therapist)

Salary: £38,000-£41,000, FTE (£10,270 – £13,300 actual salary, based on experience) Band 3

Part-time Hours: 10-12 hours per week (max 0.32 FTE and work pattern to be discussed)

Contract Type: Permanent

Location: Home-based (remote, virtual)

Reporting to: Operations Manager

Disclosure Check Required: Yes, enhanced

About REMAP and the Role

REMAP is a national charity which helps disabled people across the UK, achieve greater independence and a better quality of life. We are the UK's only charity providing innovative, custom made and personalised equipment for disabled people. Our community of volunteer engineers design and create equipment when no commercial alternative exists – at no charge to the individuals we help.

This is a unique opportunity for a qualified, practicing Occupational Therapist to apply their clinical expertise in a creative, problem-solving environment, working as part of the central hub with skilled volunteers across the UK. The role offers the chance to influence complex cases, shape best practice, and contribute to meaningful outcomes for disabled people, while working flexibly within a supportive and collaborative network.

Role Purpose

The Lead Health Advisor will provide specialist occupational therapy expertise to the charity, with a focus on:

- advising on complex referrals, working closely with the Referrals Officer (40% of the role's time). This is to ensure the suitability of complex referrals.
- briefing on relevant legislation (30% of the role's time). The postholder will review and update our current guidance to ensure we are following best practice.
- supporting REMAP's national volunteer network (30% of the role's time). The postholder will offer adhoc advice to our volunteers to ensure they are supported and following best practice.

The role exists to strengthen clinical expertise within the charity, to enhance

the quality and consistency of the service provided and position us as experts in the field of bespoke solutions for disabled people.

Working proactively with both the central team and the volunteer network, the successful applicant will be a qualified Occupational Therapist currently practising within health and/or social care settings and registered with the HCPC. They will have a thorough understanding of both NHS and social care systems, plus awareness of private healthcare providers and apply this knowledge effectively within a charitable context.

The postholder will be organised, enjoy working with different groups of people, including those outside of statutory health and social care, and be passionate about what they do, providing a social model of disability informed, person-centred, and positive approach to their role.

The emphasis of this role is on providing an additional level of clinical expertise within the charity, ensuring best practice in what we do, enhancing the credibility provided by local volunteer health professionals. It does not replace the need for individuals to have their own Occupational Therapist.

Targets / Measurable Outcomes:

Review and update of current volunteer guidance, improve delivery of complex solutions (time to delivery and number delivered), delivery of regular health professional volunteer forum sessions, reduction in out-of-scope referrals and improved relationships with volunteers.

Key Responsibilities:

General Case Support and Review

- To review complex requests for bespoke solutions received by the charity and determine whether they fall within REMAP's remit for support.
- To brief the Operations Manager so that REMAP's advice and support remain up to date and aligned with relevant clinical legislation and risk management guidance.
- Along with the Referrals Officer, to provide general referral signposting support to the charity and our clients/referrers.
- To ensure that their own professional input aligns with HCPC/ RCOT standards.

Volunteer Case Support and Decision Making

- To provide support to OT volunteers and liaise as necessary on complex queries.
- To develop and chair the Volunteer Health Professionals' Forum
- To provide additional ad hoc support to volunteers with:
 - Clinical insight
 - Benefit vs risk analysis
 - Task analysis
 - Advice on whether a referral should be redirected to statutory services, or other non-statutory organisations
 - Signposting to commercially available suppliers.

- To support development of our volunteers through training, advice and capacity building

Continuous Improvement

- To provide regular updates to the Operations Manager on progress, risks and emerging issues.
- To contribute to organisational learning and development to improve the wider knowledge of the staff and volunteer team.
- To follow brand guidance with all communications and fundraising efforts – highlighting how we have helped people.
- To work with colleagues and volunteers to develop a culture of collaboration which encourages and supports innovation and problem solving.

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PERSON SPECIFICATION

Skills and Experience	Essential	Desirable
Degree in Occupational Therapy and still practising within healthcare/social care	X	
Minimum of three years' experience post-qualifying as an OT	X	10 years
Registration with Health and Care Professions Council.	X	
Sound knowledge of task analysis, the relevant codes, legislation and requirements of statutory bodies	X	
Strong background in both clinical and social care settings, understanding the demands of the health and social care sector	X	
Comfortable managing challenging conversations	X	
Ability to foster trust and build working relationships with clients/referrers/volunteers	X	
Experience in using a CRM & Microsoft, and be comfortable learning new systems	X	
Excellent written and verbal communication.	X	
Self-starter with the ability to manage workload and adapt to emerging priorities.	X	
Experience developing guidance and training resources		X
Experience of data analysis, and communicating data-informed ideas and trends		X