



THE
**NEUROLOGICAL
ALLIANCE**



Project Manager – My Neuro Survey

Job description & person specification

November 2023

Job description

Location

Home-based

Hours

5 days per month (negotiable)

Initial fixed term contract (12 months) with the possibility of extension

Salary

Negotiable (depending on experience)

About the Alliance

The Neurological Alliance is a unique and powerful coalition of 100 organisations committed to improving neurological treatment, care and support across the country.

As a coalition principally consisting of patient organisations representing a broad spectrum of neurological conditions and charities of all shapes and sizes, our role is to harness the energy of this sector to ensure the one in six people living with a neurological condition in England access the support they need and deserve.

Every two years, we conduct a National Patient Experience Survey ('My Neuro Survey'). The survey is the largest of its kind in the UK and provides vital data and insights into the experiences of people affected by neurological conditions across the UK. Previous survey

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Registered charity 1039034.

data has been used to improve services, inform national influencing and campaigning activities and to push neurological conditions up the political agenda.

About you

We are looking for an experienced project manager to oversee the development, promotion and analysis of the next iteration of the survey.

You will work with Alliance staff, members, people affected by neurological conditions and our survey provider to manage the development and delivery of a sector leading patient experience survey with real world impact.

Demonstrable expertise in project management, the ability to build and maintain strong relationships with diverse stakeholders alongside a commitment to the values of our organisation and equality, diversity and inclusion are vital to the role.

More details about the role and person specification are included in the job description.

Inclusion

We're committed to being an inclusive employer for everyone. We pride ourselves on being an inclusive organisation, where diversity is celebrated, recognised and rooted into all of our activities. As part of our commitment to be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, we will anonymise your CV as part of the application journey.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Disability confident

Should you need any adjustments to the recruitment process, at either application or interview, please or call us on 01923 882 590 or email info@neural.org.uk.

How to apply

To apply please send your CV and a covering letter (no more than 2 pages) by email to info@neural.org.uk before midnight on 28/11/2023.

www.neural.org.uk

Please also complete our diversity monitoring form, available [here](#) and include information about your day rate/billing in your covering letter.

We are a Disability Confident employer.

Interviews will take place week commencing 4/12/2023.

Job description

Together with the Alliance team, the Project Manager will oversee 'My Neuro Survey', our bi-annual patient experience survey. This includes processes to develop, promote and analyse the survey. You will work closely with the team to launch the results.

Position in the organisation

Reports to: Chief Executive

Main reference points: Alliance staff, Trustees, people affected by neurological conditions, survey provider and our member organisations.

Key areas of responsibility

Project planning and coordination

- Develop a comprehensive project plan, outlining objectives, timelines, milestones, and key deliverables for the patient experience survey.
- Coordinate with relevant stakeholders, such as healthcare staff, survey participants, and data collection teams, to ensure smooth project implementation.
- Set up and manage key groups to support effective governance of the project, such as a survey steering group.
- Work with our Involvement Lead to ensure appropriate involvement of people affected by neurological conditions throughout the project.
- Monitor project progress, identify potential issues, and proactively address them to keep the survey on track.

Survey design and implementation

- Work with our Policy and External Affairs Manager and Involvement Lead to design and deliver focus groups with people affected by neurological conditions and health and care system leaders to feed into our survey methodology and outputs.
- Collaborate with survey designers to create a well-structured and effective patient experience survey.
- Oversee the distribution and data collection process, ensuring that the survey reaches the intended participants.
- Work with our survey provider to ensure data integrity and accuracy through appropriate data collection and management techniques.

Data analysis and reporting

- Work with the survey provider and staff to prepare comprehensive reports or presentations summarising survey findings, including recommendations for improvements or changes based on the data.

General responsibilities

- Contribute positively to team meetings, team working, collaboration and implementing organisational priorities.
- Have empathy with the aims, goals and values of the Neurological Alliance, and a commitment to support delivery to meet these.
- Take direction on projects and priorities, which may vary from time to time.
- Be self-servicing and able to act on own initiative where necessary.
- Develop an understanding of issues facing people affected by neurological conditions.
- Be flexible within the broad remit of the post, and be prepared to work some evenings and occasional weekends.
- Abide by organisational policies and practices.

About you

- Demonstrated expertise in project management methodologies and tools to effectively plan, execute, and monitor the survey project from start to finish.
- The ability to build and maintain strong relationships with diverse stakeholders, such as hospital administrators, clinicians, and people affected by neurological conditions, to ensure their buy-in and cooperation.
- Strong problem-solving skills to address issues and challenges that may arise during the survey project, such as low response rates or data quality concerns.
- Excellent written skills.
- Excellent communication and presentation skills.
- Ability to demonstrate initiative and work well under pressure.
- Excellent time management skills, with the ability to plan ahead and work within agreed timeframes.
- High standard of computer literacy.
- Good team player.
- Commitment to goals of the charity's work and alignment with our organisational values.
- Demonstrable commitment to equity, diversity and inclusion.
- Expertise in co-design and co-production methodologies (desirable).

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Diversity monitoring

Please also complete our diversity monitoring form, available [here](#).