Health Projects Support Officer

Job Description

**Job Details**

Job title: Health Projects Support Officer

Hours 37 hours (fewer hours would be considered)

Location: Middlesbrough Environment City

Period: Fixed Term March 2018

Responsible to: Health Projects Manager

Starting Salary: Band 6: £17,820 - £18,265 depending on experience

**Job Purpose**

* To provide general administration and IT support for various projects, especially Public Health initiatives including Walking for Health and Fit to Ride.
* To support the development and delivery of New Life New You Project.
* To assist with the day to day activities of MEC.

**Main Duties and Responsibilities**

* To provide support for the delivery of MEC’s project portfolio, with particular focus on those with a public health emphasis.
* To be part of the reception team.
* To provide administrative support to the Director.
* To be responsible for the review and production of documentation required for the NLNY programme including data collection packs, letters to the General Practitioners and promotional material.
* To ensure that the process of data collection and recording for NLNY is robust producing accurate, informative and timely evaluations and quarterly reports.
* To assist with the training and development of providers involved in the delivery of the NLNY programmes.
* To update and operate the health database including the accurate recording of patient data for evaluation purposes.
* To arrange meetings, send agendas and take and distribute minutes.
* To liaise with/support providers of the programme to ensure delivery is carried out and documented at the standard required.
* To liaise with providers of the programme to develop and implement ideas and activities which benefit the programme.
* To lead meetings with providers and partners of NLNY programme/health projects independently.
* To liaise with the programme manager for Walking for Health and Fit to Ride Programmes.
* To support and undertake the registration, enrolment, data inputting and reporting for Walking for Health and Fit to Ride programmes.
* To provide support in the development of evaluations and reports for the My Life programme using the Outcome Star.
* To maintain robust processes and manage a varied workload using a structured, timely and prioritised methodology.

**In addition**

* To assist with other aspects of MEC’s work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.
* To ensure that the requirements of the company’s Health and Safety policies and procedures are practised and observed.
* To ensure that the requirements of the Company’s Equal Opportunities and Environment policies and procedures are practised and observed.
* Contribute to Middlesbrough’s Public Health agenda, through developing a basic understanding of Public Health issues and signposting to local health improvement services. Appropriate training will be provided.
* Attend training as required to continue to undertake and develop the role effectively.

**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| NVQ Level 3 or equivalent qualification or experience | **🗸** |  |
| **Experience** |  |  |
| Experience of using databases | **🗸** |  |
| Experience of using Access |  | **🗸** |
| Experience of using Microsoft Office, with an emphasis on Excel | **🗸** |  |
| Experience of using Email/Internet | **🗸** |  |
| Experience of taking minutes | **🗸** |  |
| Experience of working with the general public | **🗸** |  |
| Experience of using, maintaining and developing administrative systems | **🗸** |  |
| Experience in the development and maintenance of web pages and using social media | **🗸** |  |
| **Knowledge** |  |  |
| Good understanding of databases, including ability to use database to produce report and statistics | **🗸** |  |
| Knowledge of Data Protection Legislation | **🗸** |  |
| Knowledge of Public Health issues, particularly in relation to Middlesbrough |  | **🗸** |
| **Skills** |  |  |
| Excellent organisational skills | **🗸** |  |
| Ability to work under pressure and ensure deadlines are met | **🗸** |  |
| Ability to work as part of a team | **🗸** |  |
| Ability to organise and prioritise workload and work on own initiative | **🗸** |  |
| Good interpersonal skills and ability to communicate effectively | **🗸** |  |
| Ability to find solutions to administrative problems | **🗸** |  |
| Ability to maintain accurate records and filing systems | **🗸** |  |
| Ability to produce clear reports | **🗸** |  |
| Ability to maintain records | **🗸** |  |
| Fast and accurate keyboard skills | **🗸** |  |