**Primary Care Network Education Co-ordinator - Job Description**

**Title:** PCN Education Co-ordinator x 2

**Duration of role:** 12 months fixed term contract commencing June/July 2023

**Salary:** £21,500 - £23,900

**Hours of work: 9am to 5pm,** 37.5 per week

**Location**: Cambridgeshire and Peterborough

**Accountability:** Training Hub Project Manager

**Job Purpose:**

The Training Hub is responsible for initiatives that attract, develop and support the General Practice workforce in Cambridgeshire and Peterborough. The service is funded through a combination of Health Education England and NHSE funding.

Primary Care Networks (PCNs)  is an**alliance of GP surgeries** that work collaboratively with other health, social care and voluntary organisations to improve patient services and are an integral part of general practice landscape.

Cambridgeshire & Peterborough Training Hub and Health Education England have a one-year pilot programme where some of our Primary Care Networks have recruited a training team made up of multi-professional leads. These leads are responsible for delivering initiatives to induct, educate, develop and retain/ grow their workforce.

These two roles are for a fixed term contract to work with the Primary Care Networks within Cambridgeshire & Peterborough to support their educational needs. As the learning needs and training requirements for different professionals are changing rapidly as a result of multidisciplinary working in primary care, this individual will thrive on being flexible and adaptable and will have a special interest in education and the future sustainability of the Primary Care workforce. It is expected the successful candidate will also be a motivated individual who is an excellent communicator with the ability to gather and analyse data.

**Role and Responsibilities**

* Liaise with PCN IT champions, NHS England, Integrated Care Board and Health Education England to source data on population and health needs, workforce diversity and strategy as well as IT systems and estates landscape to create Primary Care Network profiles.
* Use Primary Care Network profiles to support the education and training development for multi-professionals by:
- Acting as an educational expert and signposting existing relevant Training & Education opportunities to help with embedding Additional Re-imbursement Role Scheme roles as well as induct, educate, develop and retain wider workforce
- Gathering insight on gaps in our training offers and support the development, planning and organising of new training and education Primary Care Network events
* Champion education and learning by promoting the benefits of becoming an approved multi-professional Primary Care Network Learning Organisation and guide them through the process to deliver growth in our patch.
* Produce Primary Care Network Training & Education specific newsletters and communications to share stories of best practice for educational development that is enabling workforce retention and growth.
* Identify and collate benefits of Primary Care Network Multi-professional Education and wider PCN initiatives to support future business cases and funding bids.
* Develop effective working relationships between Primary Care Networks and the Training Hub to gather insight and promote opportunities to increase capacity and capability of Educators, expansion of placements and apprenticeships.
* Work with flexibility and contribute to the wider team projects and activities as and when required.

**Management and Communication**

In this role you will be supported and work closely with the other PCN Education Co-ordinator to achieve the objectives and deliverables. In addition, you will work with the Training Hub Project Manager, Project Support Clinicians and the wider Training Hub team.

**Role Hours & Location**

This role is a 12-month fixed term contract and is full time 37.5 hours per week, normal office hours 9:00am – 5:00pm. These hours may be varied from time to time to meet the needs of the business.

The role can be considered for job-share.

The role is based at Greater Peterborough Network & Cambridge and Peterborough Training Hub, Allia Future Business Centre, Peterborough United Football Club and working from home.

**The role summary is not intended to be an exhaustive list of duties, it aims to highlight the main responsibilities of the post.**

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| **Person Specification** |
| **Qualifications/Registration** |
| * Full Driving Licence
* A good standard of general education, to include English and Maths to GCSE (or equivalent) level at Grade C / Level 4 or above
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| **Essential** | **Desirable** |
| **Experience**  |
| * Working with a range of organisations to gather information
* Ability to prepare and produce concise yet insightful reports and communications for dissemination to a broad range of stakeholders, including those who are in a senior role
 | * Experience of Primary Care/General Practice/NHS would be an advantage
* Developing, planning and organising meetings, events, training
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| **Essential** | **Desirable** |
| **Personal Attributes** |  |
| * A passion for education and creating positive learning experiences.
* Flexible and adaptable
* Confident and able to make decisions.
* Ability to work independently and as a team
* Attention to detail
* Enthusiastic and ‘can do’ attitude
 | * Good analytical skills
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| **Essential** | **Desirable** |
| **Education & Skills** |  |
| * Excellent Communication, verbal and written skills
* Able to prioritise workload and work to deadlines
* Ability to listen to needs of others
* Demonstrates ability to be self-motivated and a motivator of others
* Competent with Microsoft products with the ability to present effectively for a range of audiences using Teams, Outlook, Word, Excel and PowerPoint.
 | * Demonstrate capability to plan over short, medium and long-term timeframes and adjust plans and accordingly.
* Ability to build relationships with a wide range of stakeholders
* Promotional skills
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