

## Job Title Job Description and Personal Specification

<b>Job title:</b>	Project Officer
<b>Place of work:</b>	London Borough of Newham – remote and office working
<b>Contract:</b>	MAT Cover – Fixed term contract (One Year)
<b>Hours of work:</b>	<b>37 hours (may involve some evening and weekend work)</b>
<b>Salary/Grade:</b>	<b>£27,000 per annum</b>
<b>Reports to:</b>	Health Programme Manager
<b>Level of screening:</b>	Application, Interview, References, Enhanced DBS

## Who we are

[Community Links](#) is a hub tackling health and social inequality in East London and beyond. We work alongside the community helping people of all ages reach their full potential. We take our local knowledge of what works to influence national decision making. We are proud to be part of Catch22.

Our Mission is to work towards a world where your potential is not limited by your health or social circumstances.

Our Vision is to believe that everyone can thrive if they have 3 basic things: good people around them, a good place to live and a purpose in life. We call these our 3Ps.

In [Health](#) we have been commissioned by [NHS England](#) and different [Cancer Alliances](#) to deliver national cancer screening and early detection programmes in the community along with different screening take-up [breast](#), [bowel](#) and [cervical](#) screening calling projects across London.

Community Links are proud to be part of the [Catch22 Group](#)

## Where you fit in

Community Links is running a variety of programmes across London to increase the take up of the adult screening programmes. As a Project Officer, you will be part of a multilingual team who are passionate for saving lives. You will support the London hubs to recover after COVID by receiving and preparing patients' data, prepare progress reports, present them to commissioners and to make sure compliance of GDPR is always follow. You will work closely with the rest of the team to achieve KPIS and supporting our work with different communities and patients with the aim of increasing participation in screening and eliminating health inequalities.

## Main Duties & Accountabilities

- Project management:** Project manage health projects – preparing project plans including monitoring and reporting mechanisms, meeting targets within time and cost constraints, reporting to funders, supporting and managing a team of project support officers and sessional staff. The specific duties in project management includes:
  - Set up initial project process
  - Participate in the recruitment process of Health Facilitators
  - Train and support Project Support Officers
  - Liaise and coordinate with GPs, NHS, Screening Units and other commissioners
  - Create internal documents for the follow up of practices across London to get their sign in for our different projects
  - Develop/trial and run searches on practices' IT system (EMIS/SystemOne/Vision)

- Download/prepare and allocate patients' data to Health Facilitators
  - Schedule and coordinate sessional staff to carry out telephone outreach
  - Review calling outcome data template after each shift
  - Follow-up with Health Facilitators to ensure excellent quality of the calls
  - Regular report to clients and manager
  - Compile and track data for project on an ongoing basis
  - Prepare progress reports for commissioners
  - Present information during commissioners' monthly meetings
  - Reflect and document project process
  - Support project budget management
  - Process admin tasks (timesheet, expenses)
  - Team coordination and management
  - Participate in the evaluation of our programmes
2. **Disseminate and Communicate:** Support the dissemination and communication activities associated with the health programme.
  3. **Other duties:** Support the development of new projects and any other reasonable duties as required by Community Links.

All offers of employment are subject to satisfactory references and an enhanced DBS check, which is a standard Community Links policy applicable to this post. There is a probationary period of six months. **Evidence of right to work in the UK will be checked upon appointment.**

Salaries are paid directly into employees' bank accounts at monthly intervals, payment being made on the 23rd of each month.

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#### What does good look like for this role?

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An annual appraisal will be conducted to set out particular goals for the year which will determine the success of this role.

#### Benefits

- 28 days annual leave + bank holidays, rising to 33 days with service (pro-rata)
- Pension scheme with matching contributions of up to 4%

See more benefits of working at Catch22 [here](#)

#### Flexibility

This job description is intended to provide a broad outline of the main duties and responsibilities. The post holder will need to be flexible in developing the role in conjunction with their line manager.

*At Catch22 we value equality, diversity and inclusion. We are wholeheartedly committed to the principle of equality of opportunity, both as an employer and as a provider of services. Diversity and Inclusion is part of what we do every day, working to deliver our vision to build a strong society where everyone has good people around them, a purpose, and a good place to live.*

Job Title: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>▪ Degree level</li> <li>▪ Evidence of continual professional development</li> </ul>		A/I
KNOWLEDGE	<ul style="list-style-type: none"> <li>▪ Knowledge of public health and wellbeing issues specifically on adult screening and calling as an outreach strategy</li> <li>▪ Knowledge of EMIS system/Vision/SystemOne (GP practice's software)</li> <li>▪ Knowledge of GDPR/Data protection/Confidentiality</li> <li>▪ Knowledge and/or experience of health services in London</li> </ul>		A/I
EXPERIENCE	<ul style="list-style-type: none"> <li>▪ Proven experience of project supervision</li> <li>▪ Data management skills and experience</li> <li>▪ Experience working with Microsoft 365 - especially Excel, Word and Outlook - and information sharing in line with data protection requirements</li> </ul>		A/I
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>▪ Effective communicator, both written and verbally</li> <li>▪ Excellent inter-personal skills and ability to develop and sustain relationships at all levels</li> <li>▪ Ability to work both collaboratively and independently</li> <li>▪ Multitasker</li> <li>▪ Flexible, adaptable, hard working</li> <li>▪ Effective team worker</li> <li>▪ Positive, enthusiastic approach to problem solving with a "can do" attitude</li> </ul>		A/I

	<ul style="list-style-type: none"> <li>▪ Be persuasive, persistent, and patient</li> <li>▪ Be able to cope with pressure</li> <li>▪ Be able to work to deadlines and produce reports</li> <li>▪ Target and results driven</li> </ul>		
<b>OTHER</b>	<ul style="list-style-type: none"> <li>▪ Identify with and work to take forward Catch22 mission and values</li> <li>▪ Awareness of and commitment to Equality &amp; Diversity</li> <li>▪ Willing to travel and work flexibly</li> <li>▪ Desire to develop and undertake training as required</li> </ul>		A/I