



Greater Peterborough
Network

ROLE TITLE:	Project Support Worker	REPORTING TO	Training Hub Manager
Location	Allia Future Business Centre, Peterborough. Expectation is to travel around the county with at least 1 day per week in Huntingdon and Cambridge. Ability to travel across locality as and when is required.	Accountable to	CEO
Section/Dept	GPN	APPRAISED BY:	Training Hub Manager
BAND:	4 (£19k-£23k dependent on experience). 12-month fixed term contract		

Overall Purpose of Role (Summary)	To provide high quality, efficient and complete project and administrative support to the Training Hub.
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Job Description

Main Duties and Responsibilities:

1. Communication and Engagement

- Engage with GP Practices in each locality, supporting the development and implementation of an innovative communication plan that enables the Primary Care workforce to become interested and involved in their local Training Hub.
- Respond to telephone and email queries from stakeholders.
- Produce regular communication and marketing material for each Training Hub.
- Develop, distribute and administer local annual workforce surveys.
- Support the Project Manager to develop relationships, and negotiate with local training providers.
- Write and co-ordinate content for the monthly Training Hub Newsletter.

2. Delivery

- Support the development and co-ordination of a programme of training that meets the identified needs of the local workforce.
- Support and maintain an online resource hub that contains a suite of user-friendly products on training, placements and mentors, job specifications.
- Support the Project Manager to increase the number of GP Practices taking on trainee placements.

- Support the Project Manager to increase the number of clinicians, including those newly qualified coming into Primary Care.
- Support the Training Hub in sourcing training venues and trainers: act as a single point of contact for the Training Hub and respond to enquiries.

3. Performance and Reporting

- Support the Training Hubs to ensure the work they do is aligned to the CCG's Primary Care Workforce Plan 2017/18.
- Monitor and identify new regional and national opportunities for investment in Primary Care workforce development.
- Produce highlight reports for each locality on a monthly basis, including completion of the HEE monthly assurance report.

4. Project Management

- Support local Project Teams in each of the three localities ensuring invites and papers are prepared and sent out in a timely manner.
- Maintain and update project plans and other project documentation.
- Minute all Training Hub related meetings, update action logs and support action owners to complete actions on time.
- Document issues and support the Project Manager to resolve and escalate to Project Board where appropriate.
- Support the management of the monthly county-wide Steering Group.
- Demonstrate good organisational skills and prioritise work as necessary.

5. General Standards

- Adhere to GPN's policies and procedures.
- Treat all information in accordance with the General Data Protection Act 2018 (formerly the Data Protection Act (1998)).
- Report any area of concern to the Training Manager.
- The job description will be reviewed annually by the Line Manager and may be amended after discussion with the post holder.
- This role profile is intended as a guide to the main responsibilities of the post, and the post holder will be required to undertake such duties appropriate to the position as may be required by the Line Manager to ensure the smooth running of the service.

6. Dignity at Work

- Be responsible for their own behaviour.
- Be aware of GPN's Anti-Harassment and Bullying policy.
- Comply with requests to attend training and similar activities in support of the policy.
- Comply with requests for information regarding harassment and bullying in GPN as required.
- Treat all colleagues and customers/clients in a manner which meets equal opportunities and good practice.