



Programme Support Officer

Can you apply excellent organisational, communication and project administration skills to support this remote team of quality improvement programme managers and two clinical leads to deliver improvement projects both nationally and regionally.

Salary:	£30,000
Contract:	Permanent
Hours:	Full time (part time applications will be considered); flexible working
Location:	Remote

The Job:

The Kidney Quality Improvement Partnership (KQIP) works with health care professionals and patients to develop, support and share experiences and learning in kidney services to improve people's health and add value. KQIP provides support to national and regional teams in order to do this. This newly developed role provides high quality and comprehensive business support and programme coordination to the management and staff involved in KQIP Programmes and their workstreams.

The person:

- Excellent administrative skills and experience in supporting projects and priorities, particularly in online solutions
- Exceptional written and verbal communication, and interpersonal skills to engage a wide range of stakeholders
- Committed to and motivated by improving services for those who use and deliver them
- Highly organised and disciplined and willing to use initiative and versatility in supporting national and regional projects

Benefits:

- Flexible working
- Individual training budget
- Health and wellbeing initiatives, including Cycle to Work scheme
- Employee assistance programme
- Generous pension scheme

How to apply:

For further information on the role or to apply please email Jennifer.barwell@renalregistry.nhs.uk. Please include in your application your CV and a covering letter outlining your experience and skills highlighting your suitability for this vacancy, against the requirements outlined in the job description.

Closing date: 2nd February 2023, or once sufficient applications have been received