

PROGRAMME OFFICER

Programme Officers

2-3 posts

Reporting to a Programme Manager

Home based with regular regional and occasional national travel

Flexible contracts initially

Scope to become part-time or full-time within three months

Salary £23,500 to £27,000 (pro rata).

Person Specification

Flexibility and the ability to work as part of a team is of the greatest importance. Being able to take the initiative and be responsible for your work, to plan and be able to identify priorities and see things through to completion is vital. You will have great communication skills and enjoy working in a team – both with your colleagues and with your clients. You will have your own ideas and be able to shape them collaboratively.

We are looking for someone who has a proven track record delivering projects within education, health or social care. We are especially interested in your experience within the types of organisation who are our clients. You will have a clear understanding of how our clients support vulnerable people as well as appreciating the many challenges they face.

You will have experience of delivering training and facilitating groups to learn, and will be self-sufficient, well organised and a strong communicator. You will be happy presenting or facilitating and you will be a polished written communicator who has experience of preparing documents for clients or other external stakeholders.

Ideally you will have had some experience working with assistive technology but, if not, you will certainly understand the potential AT has to change lives and to increase efficiency. We would be particularly interested in hearing from you if you have previously had experience delivering direct support services to people in mental health or social care as a thorough understanding of Brain in Hand's clinical utility would be extremely useful.

As a remote worker it is essential that you are comfortable using basic IT software (office, outlook, sharepoint, skype, etc.), mobile technology (laptop, tablet, mobile

phone), and have access to your own transport or are able to easily access local/national rail services.

Job Description

- Deliver implementation support with a consistent approach
- Deliver initial presentations, attend client meetings and support the programme manager in identifying the specific needs of the client
- Support the development of project plans and deliver on those plans both through direct delivery and through managing internal and external resources to meet deadlines and KPIs
- Deliver implementation training to the client to enable them to roll-out Brain in Hand and working with individual BIH users to help set them up
- Monitor progress and reporting on this to the programme manager monthly
- Provide a unique perspective on the utility of Brain in Hand in a number of specific client sectors (dependent on your background and interest) to feed into product development priorities
- Support the routinely gathering of user case studies and formal evaluations
- Support the development of internal processes related to programme management, case studies and evidence for marketing and product improvement.

All our Programme Officers specialise on specific elements of our work, and we are keen to hear of any relevant special interests and skills that you have that you would like to use and develop.

The salary band for this role is broad, since our brief is quite flexible. As a guide the range is **£23,500 - £27,000 (pro-rata)**.

To Apply...

If you are interested in finding out more please contact our Programme Director Matthew Daniel for an informal chat on 01392 247909 or 07904 020210 and visit our website www.braininhand.co.uk.

To apply please send a tailored CV and a short (one page) covering note explaining why you think you are a good fit for the role to our Programme Director, Matthew Daniel at info@braininhand.co.uk.