



Assistant Project Manager Band 5- Agenda for Change 30 hrs per week (Job Share Considered)

Are you considering a new challenge?

**Looking for a role that will allow you to progress in different areas and cultivate new skills?
Would you like to work for an organisation in which 100% of staff strongly agreed or agreed
they are proud to work for?**

JOIN A DYNAMIC AND INNOVATIVE ORGANISATION

**Leading, enabling, helping and supporting people and organisations to improve end of life
experience and care for all**

***EoLP are able to maintain membership of the NHS Pension Scheme for existing members and
operate a Stakeholder Pension Scheme for non-members***

The End of Life Partnership (EoLP) is a charity organisation whose mission is to educate, innovate and collaborate so that people are empowered to care with confidence and compassion at end of life. We are looking for an Assistant Project Manager to join our team who shares our organisational values. These are:

- **Compassionate**- *“We will demonstrate kindness, consideration and thoughtfulness to others and all those we work with”*
- **Confident** - *“We have the courage to take risk and believe that change is possible”*
- **Honest** - *“We will act with integrity and fairness in all that we do”*
- **Positive**- *“We have the enthusiasm and energy to solve seemingly unsolvable problems and the creativity to implement innovative solutions”*
- **Professional** - *“We uphold high standards of job performance, ethical behaviour and accept personal accountability for our own acts and omissions”*

At EoLP we work closely with partners and providers of palliative and end of life care to promote the palliative care approach and facilitate the development of best practice and education across a broad spectrum of care settings to enhance the experience of end of life.

You will have the opportunity to be part of a visionary team and work in an environment, which supports and values individuals. You will play a key role in supporting the work of EoLP. You will be part of an organisation that works collaboratively with partners across geographic and professional boundaries, across multiple care settings and communities – transforming end of life experience and care.

The EoLP's main office base is near Crewe, Cheshire with additional teaching and office bases in other locations across Cheshire.

The EoLP is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, marital status, religion or belief.

Assistant Project Manager

The role:

The post holder will contribute to the development of a project team within EoLP and will support the implementation of an integrated approach to project management within the organisation. The post-holder will support the design and implementation of a range of project work, ensuring coordination and consistency across the organisation. This will include working with community groups, service users and carers, care communities, service providers and commissioners.

The role will involve the postholder working a combination of from home and from EoLP's office (Hybrid Working), in line with the needs of the business.

The role will:

- Support the development of documentation and processes to support effective project management
- Support colleagues to plan, deliver, monitor, communicate and evaluate project work
- Provide high quality project support, including reporting and analysis of data and information
- Participate in relevant working groups
- Maintain administrative and information resources
- Contribute to effective information management within the team
- Support the undertaking of auditing of projects, services and initiatives
- Communicate information and issues effectively in a range of formats including reports
- Develop materials which improve understanding of EoLP's vision and work

About you:

You will:

- Be educated to Degree level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience
- Have knowledge of administrative procedures, project management or information analysis
- Have experience of being involved in or supporting project work
- Have experience of report writing
- Have excellent time management skills with an ability to re-prioritise
- Have excellent organisational and project management skills
- Have well developed interpersonal skills with an ability to communicate complex information in a range of formats
- Have effective IT Skills

Salary scale:

Band 5- AFC –£25,655-£31,534 pa pro-rata

Hours: 30 hours per week (Job share considered)

Closing date: 15th July 2022

Interview date: 1st August 2022

Catherine Morgan-Jones (Head of Service and Practice Development) will be available to discuss the position informally with prospective candidates. You are most welcome to arrange an informal telephone call. Please contact Catherine on **01270 310260** to arrange a mutually convenient time for a discussion

Please note that if you have not heard from us within 2 weeks of the closing date please accept that on this occasion your application has been unsuccessful

The End of Life Partnership,
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