

Health Project Manager Job Description

- Job title:** Health Project Manager
Reports to: Operations Director
Salary: £ 28,880 per year salary.
Hours: Full time (36 hours a week), with the option of it being part time if you would prefer.
Start date: As soon as possible.
Location: Generate Office (South West London) with some home working.

About Generate

Generate was founded in 1972 to make sure that people with learning disabilities weren't isolated in their local community. Today that passion still inspires our staff: to support people with learning disabilities to live their lives, in the way they choose – enabling people to discover their passions, connect with their communities and explore 'possibilities'. This passion drives the quality of the work we do.

The Values of Generate are: Community, Courage, Working together, Communication, Diversity and Inclusion, and Creativity.

Main Purpose of Job: To manage the portfolio of Generate projects related to promoting better health for people with a learning disability.

Responsibilities and Duties specific to this role

- Co-creating accessible health resources alongside Generate members with a learning disability.
- Designing and delivering training, in collaboration with co-trainers who have learning disabilities.
- Day to day management of the Easy Health website (easyhealth.org.uk), including updating content and responding to email enquiries.
- Creating regular engaging content and posting to the Easy Health twitter and Facebook pages, engaging with replies.
- Promoting Generate's health training and easy read work.
- Increasing Generate's earned income from health training and easy read work.
- Delivering on our contract with the Wandsworth GP Federation, to increase the accessibility of primary care services.

General Responsibilities

- Be an active member of the Generate staff team.
- Comply with all relevant Generate policies, procedures and guidelines, including but not limited to Equal Opportunities, Health & Safety, Children & Vulnerable Adults, and Confidentiality of Information.
- Represent Generate positively in a variety of situations and respond professionally to general enquiries.
- The post holder must be flexible in their hours to meet the needs of Generate.
- Keep records and report on outcomes of your work.
- Keep up to date with current issues and good practice in the field of learning disability.
- Engage with support offered by colleagues and undertake training as required.
- Undertake any other reasonable task relevant to the post that Generate managers may request.

Person Specification

We recognise that not every candidate will have all of these skills and experiences, but are looking for somebody who can show us that they meet a high number of them.

1. Excellent written and verbal communication skills, including the ability to adjust communication style to different audiences, and provide accessible information.
2. Experience of designing and delivering engaging and informative training.
3. Ability to develop and maintain effective working relationships with people with a learning disability.
4. Experience of managing relationships with a range of external stakeholders.
5. Experience of promoting a product or service, and creating new business opportunities.
6. Methodical and well organised, with the ability to prioritise work effectively.
7. Good IT skills including Microsoft PowerPoint, Excel, and Word.
8. Knowledge about health inequalities for people with learning disabilities, and the challenges this group of people face in accessing healthcare.
9. Experience of website editing using a content management system.
10. Experience of using person centred approaches with people with a learning disability.
11. Experience of using design tools such as Canva or Adobe InDesign and Photoshop.
12. Experience of putting together easy read information.