

VACANCY - ADVERT

Job Reference No: 003

<u>Job Title:</u>	Health Development & Database Officer – National Health Volunteering Project (1 post)
<u>Hours of Work:</u>	35 hours per week
<u>Salary:</u>	£25,000 per annum
<u>Tenure:</u>	Fixed-term Contract – (Until March 2008)
<u>Reports to:</u>	Project Manager - National Health Volunteering
<u>Location:</u>	Manchester

Job Purpose

The Health Development and Database Officer will be responsible for the successful delivery of CEMVO's National Health Volunteering Project. This post will provide volunteers recruitments and will involve outreach work with BME voluntary sector health organisations and developing regional health networks. There will be a particular emphasis on raising the profile of public patient involvement in health and social care, in order to achieve responsive health and social care provision to meet local needs. This post also will provide an essential service for maintaining and managing our volunteer's database infrastructure and the project website.

Principal Accountabilities

- To undertake audit of involvement of BME communities' participation in PPI and PALS
- To identify opportunities for volunteering in NHS and social care settings
- Recruit volunteers and arrange for them to be placed in various NHS functions in the chosen regions
- Organise conferences regarding volunteering
- Plan and develop seminars and conferences on user and public involvement in NHS
- Setting up regional health networks
- Managing both hard copy and electronic resources for the project's current and anticipated information needs
- Maintaining users (National Health Volunteering Project Volunteers) database
- Maintaining of the Website through relevant news, events and information

- Maintaining data standards, including adherence to the Data Protection Act
- Controlling access permissions and privileges
- Working closely with IT managers, database programmers and web developers
- Providing training and advice on the use of electronic database services to core customers

Qualifications and Experience

Candidate should be educated to 'A' level or above and should have wide experience in working with volunteers and in the voluntary sector, especially in the area of volunteers' recruitment and development within the sector and experience and knowledge of database and management systems with experience of working in a Web environment. The successful candidate will have extensive experience of implementation and maintenance of database systems. An excellent, web services and Net technology is essential for this post.

Skills required

It is essential for the post-holder to possess the following:

- Excellent interpersonal, problem-solving, research and report-writing skills
- Good group facilitation and presentation skills
- Knowledge and experience of voluntary and health sector development at the national and local levels
- Knowledge and experience of recruiting and training volunteers
- Familiarity with the main data manipulation languages and the principles of database design

Further Information:

As well as the appropriate knowledge and skills, you will be asked to demonstrate the following key competences if you are selected for interview:

- Project and Work Management
- Engagement & Influencing
- Managing Self
- Mastering Information & Technology
- Challenge, Change & Improvement

To apply, please e-mail your CV and covering letter, clearly outlining your reasons for your interest in the post and your relevant experience to: or alternatively send by post

to aymero.gebremeskel@cemvo.org.uk *aymero gebremeskel NHVP Manager ,
CEMVO, Boardman House, 64 Broadway, Stratford, London E15 1NG.*

Please ensure that you quote the relevant job title, reference number and include the dates you are not available for interview and any other particulars, which may be of assistance in considering your application

Closing Date: 05th June 2007 – 17:00 hours