

The Point of Care Foundation's mission is to humanise healthcare. We achieve this by delivering our programmes to individuals and organisations that are aimed at improving patients' experience of care and increasing support for staff who work with them. We also further this mission by various training programmes, conferences and engaging in dialogue to influence key stakeholders in the healthcare, social care and prison systems through writing, speaking at events and meetings.

As a charity and not-for-profit organisation we have found that we are required to generate income from programme delivery as a social enterprise in the increasing absence of charitable and public sector grant funding. The Programmes Manager role is central to our ability to deliver in this way and to sustain the foundation.

We are looking for someone who combines a demonstrable passion for understanding and delivering social impact with the skills and thinking for the business aspect of our work.

As our Programmes Manager you will lead a small team that facilitates the smooth running of our programmes from initial enquiry from a potential client through to the collection of evaluation following the completion of our work. In between, you and your team will be organising all aspects of delivery of our programmes liaising with clients, supporting our delivery teams, arranging events and generally ensuring that we provide high quality person-centred services.

In particular you will be highly organised and a relentless planner but equally comfortable being hands-on. Excellent people skills will be key and some experience of project management desirable.

The job description and person specification at our website provide further detail on this role:

<https://www.pointofcarefoundation.org.uk/about-us/work-for-us/>

If you are interested please send a copy of your CV and a covering letter addressed to our Chief executive, Jocelyn Cornwell, including a personal statement on why you believe you match our requirements and are the right person to join our team, by close of play Thursday 27<sup>th</sup> September. The e mail address is:

[recruitment@pointofcarefoundation.org.uk](mailto:recruitment@pointofcarefoundation.org.uk)

The recruitment process will take place on Tuesday 2<sup>nd</sup> and/or Wednesday 3<sup>rd</sup>.

Thank you for taking the time to read our advert.

**We respectfully request that agencies do not contact us about this vacancy.**