**Join Us as a Health Liaison - Project Manager at Forward Carers!**

**Role:** Project Manager – Health Liaison (2-year fixed term with potential to become permanent)

**Purpose:** As a vital member of our dynamic social enterprise, you will be instrumental in connecting healthcare professionals with unpaid Carers. Your role involves working closely with GP surgeries and hospitals to raise awareness of carers and the support available to them through Forward Carers, including our different services across the West Midlands. You will also support healthcare professionals in identifying Carers, and ensuring the implementation of effective referral systems and the Partner in Care Card. You will also be responsible for advocating for Carers’ needs and rights in various health-related settings, contributing to the continuous improvement of our services.

**Hours:** 30hrs (Full time) We operate a Smart Working Week where we make use of smart working practices to enable us to successfully meet our objectives across four days, Monday – Thursday. All staff have Fridays as a non-working day and receive 100% of FTE pay.

**Location:** West Midlands- this includes office, hospitals and other health settings.

**Salary:** Actual salary range £26,511 - £31,346 (not pro-rated).

**Benefits:** A 4-day working week (Friday close), hybrid working model, and discounted access to health and wellness programmes.

**Reporting to:** Project Manager

**About Us:** Forward Carers is an award-winning social enterprise and is dedicated to supporting unpaid carers from Birmingham all the way across to Dorset. We are committed to creating Carer Friendly Communities and enhancing the support systems for Carers through various innovative programs.

**Your Impact:**

**GP and Hospital Liaison:**

* + Collaborate with GP surgeries and hospitals to support carer identification and referrals.
	+ Implement awareness programs like Carer Champions in GP surgeries and training for hospital staff.
	+ Ensure the visibility of Carer-focused materials and animations in healthcare settings.
	+ Ensure the Partner in Care Card programme is delivered and benefiting Carers.
	+ Supporting hospital trusts to develop effective discharge planning to support unpaid Carers and families.

**Advocacy and Collaboration:**

* + Advocate for Carers’ needs and rights in health-related meetings and forums.
	+ Work with NHS and other stakeholders to enhance services for carers.
	+ Support continuous service improvement through feedback and collaboration.

**Representational Excellence:**

* + Represent Forward Carers professionally in various healthcare settings.
	+ Build and maintain relationships with key healthcare stakeholders.

**Who You Are:**

* A compassionate and dedicated professional with a background in healthcare or social work.
* An effective communicator skilled in collaboration and advocacy.
* Experienced in navigating the health and social care landscape, particularly relating to unpaid Carers.
* A proactive individual with a passion for making a difference in the lives of Carers.

**You'll Thrive With:**

* Strong interpersonal and organisational skills.
* Ability to work flexibly and adaptively in various healthcare environments.
* Commitment to the mission and values of Forward Carers.

**Ready to Make a Difference?** If you’re passionate about enhancing the lives of Unpaid Carers and thrive in a role that offers variety, challenge, and the opportunity to grow, we would love to hear from you. Your journey with Forward Carers promises to be rewarding, impactful, and a vital part of our community's support system.

**How to Apply?**

To apply for the role of Project Manager- Health Liaison, please submit your CV and a covering letter. Your application should show your experience, skills, and passion for the role.

In addition, please consider and answer the following questions and submit this with your application.

**Pre-interview Questions:**

1. What are your greatest strengths?
2. What do you hope to gain from this new job?
3. What interests you most about this position?
4. What would be your ideal work environment?
5. What is the most significant change you have implemented?

If shortlisted and invited for an interview, we will use your responses to these pre-interview questions as a key part of the interview process. This approach will allow us to gain deeper insights into your experiences and how they align with the needs of our organisation.

**Applications should be sent to info@forwardcarers.org.uk** by **Monday 22nd January 2024.**

We look forward to receiving your application, if you have any questions, please get in touch to find out about our Q&A session.