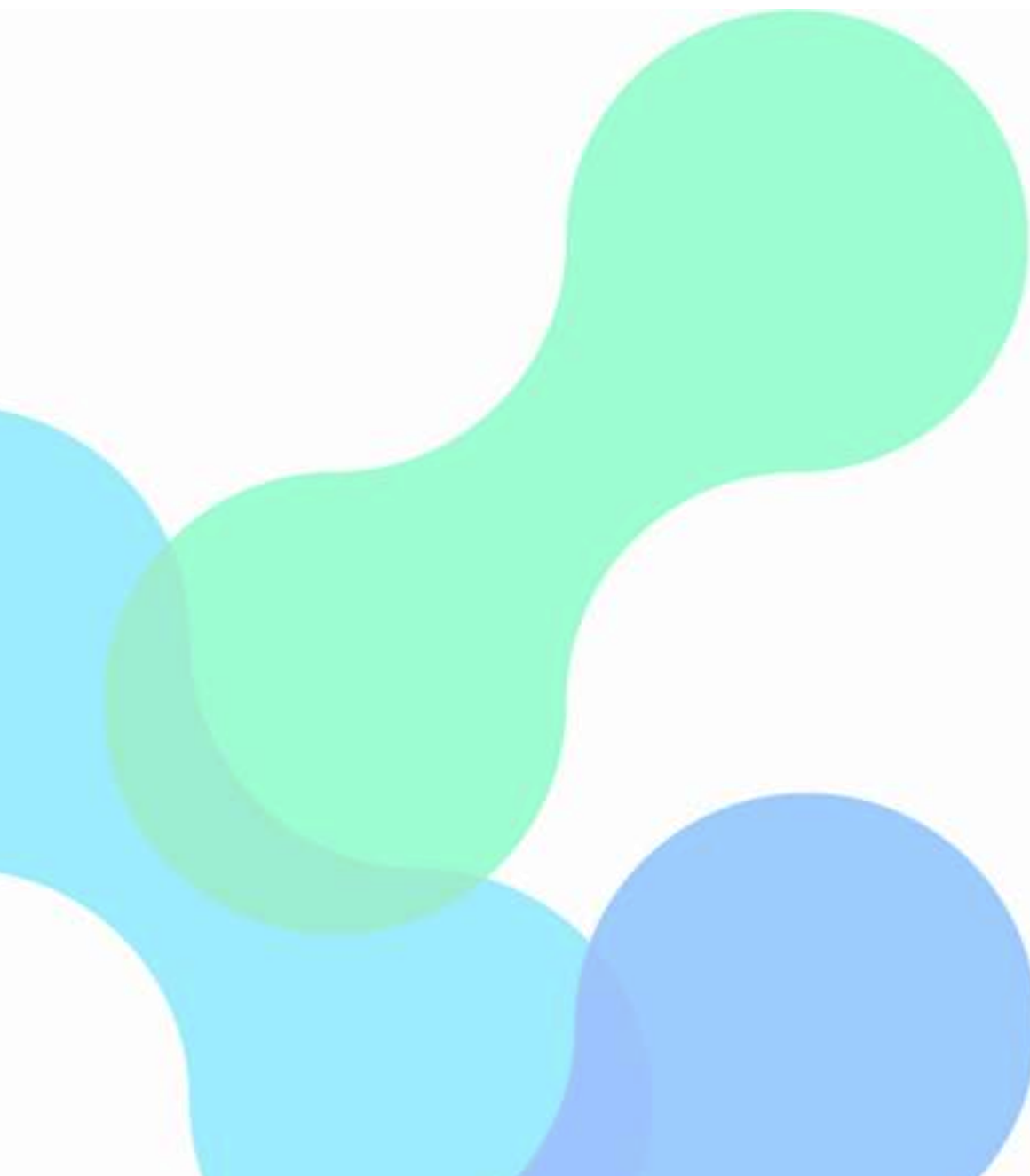


**Orthopaedic
Research UK**



Education and Events Executive (ESCAPE-pain)



“We aim to reduce the burden of poor musculoskeletal (MSK) health on individuals, workplaces and our health system by providing training and education programmes for MSK professionals and by funding research projects and breakthrough innovations (in partnership with grant givers, leading academic institutions and entrepreneurs) that expand knowledge, improve patient outcomes and pioneer new forms of orthopaedic diagnosis and treatment.”

Job title: Education and Events Executive (ESCAPE-pain)
Job type: Permanent, full-time
Salary: £25,000 - £28,000 per annum + benefits
Hours: 35 hours per week (with flexible working within core hours)
Location: Central London (1-2 days per week) / Remote
Reporting to: Education and Events Manager (ESCAPE-pain)

Closing date: 26 October 2021

Interview date: 10 & 12 November 2021

Start date: As soon as possible

An opportunity has arisen within Orthopaedic Research UK for the role of Education and Events Executive to work within the ESCAPE-pain team.

About us

As one of the few registered charities devoted to addressing the most important gaps in research funding and professional education in bone, joint and muscle wellbeing, Orthopaedic Research UK are investing in our future movement. The need is greater than ever: 19m people suffer from musculoskeletal problems in the UK, costing the NHS £5bn per year, resulting in ever-lengthening NHS waiting lists, and the loss of 30m working days to the UK economy. We use our funding to deliver research and education programmes in musculoskeletal health to reduce the burden on individuals, on workplaces, and our health system.

ESCAPE-pain, Enabling Self-management and Coping with Arthritic Pain using Exercise, is a group rehabilitation programme for people with chronic joint pain that integrates educational self-management and coping strategies with an exercise regimen. It helps people understand their condition, teaches them simple things they can help themselves with, and takes them through a progressive exercise programme so they learn how to cope with pain better. ESCAPE-pain can be delivered by trained physiotherapists, exercise instructors or other health professionals in a wide range of settings including hospital outpatients' departments and leisure/community spaces. ESCAPE-pain delivers the NICE core recommendations of exercise and education for the management of osteoarthritis. It is recognised by the NHS Innovation Accelerator and has received awards from the Royal Society of Public Health and the British Society of Rheumatology amongst others. For more details about the programme see our website (www.escape-pain.org).

ESCAPE-pain is delivered by Orthopaedic Research UK under license from Guy's and St Thomas' NHS Foundation Trust. It was created by Professor Michael Hurley and has been developed within the NHS by the Health Innovation Network and the AHSN Network. ESCAPE-pain is a UK registered trademark of Guy's and St Thomas' NHS Foundation Trust.

Job Summary:

The post-holder will be expected to provide all aspects of project support for the ESCAPE-pain programme. This will involve working closely with the ESCAPE-pain team and other members of ORUK. The post-holder will help to ensure that ESCAPE-pain projects are adequately planned and resourced, supporting the team to continue to deliver the programme to high standards.

The post-holder will be expected to undertake a wide variety of tasks including communicating with stakeholders, coordinating the ESCAPE-pain training courses, organising meetings, preparing agendas, minutes, reports, and presentations. As well as contributing to regular newsletters and communications to ESCAPE-pain stakeholders and ensuring all records and databases are up-to-date.

Unless working remotely as advised, the post will be based at the Orthopaedic Research UK offices in London.

The post holder will have the following key responsibilities:

- Provide high quality administrative support to the ESCAPE-pain programme.
- Provide project support to ESCAPE-pain Managers and Clinical Director.
- Manage and maintain various databases and provide project updates and reports via Excel, Word, PowerPoint, Access, etc.
- Carry out meeting administration, including booking rooms, venues, equipment, preparing agendas and taking minutes.
- Assist in the coordination and management of the ESCAPE-pain training programmes.
- Be responsible for collating and updating the programme content on two websites.

Key Relationships

- Core ESCAPE-pain team (within ORUK) and wider ESCAPE-pain team, trainers, facilitators (healthcare professionals and fitness instructors) and providers across the UK
- ORUK Executive team
- Health Care Professionals in acute and community services across the UK
- Commissioners
- GPs and Practice staff
- Service User Groups
- Leisure Providers
- Information Governance team
- Key members from partnership organisations

Key Responsibilities

Communications & events

- Work with colleagues to provide high quality administrative support for the ESCAPE-pain programme.
- Arrange meetings, liaising with the ESCAPE-pain team and stakeholders.
- Coordinate and support the management of ESCAPE-pain training sessions and oversee all elements of event organisation, including booking trainers, ensuring that trainers have all the resources & IT required to deliver, developing materials, room/venue booking, and equipment/resource set up.
- Help prepare ESCAPE-pain presentations with team members.
- Take formal minutes of meetings for the ESCAPE-pain programme, forming part of the audit trail, chasing action owners where relevant.
- Build and maintain working relationships with internal and external stakeholders relevant to this role, communicating accurately and diplomatically.
- Work with ESCAPE-pain team to produce quarterly newsletters and written communications as required.
- Ensure the ESCAPE-pain pages across two websites are kept up-to-date and accurate.
- Provide timely information and updates to the team and external collaborators.
- Work on own initiative on a day-to-day basis, autonomously, escalating any issues that may arise to the appropriate person.
- Regularly review procedures to identify where improvements and/or streamlining can be implemented to ensure that ESCAPE-pain runs effectively and efficiently.
- Co-manage two inboxes and help answer general enquiries from existing and potential participants (patients/clients/service users), providers and members of the public.
- Deal with sensitive and contentious issues and ensure these are dealt with in an appropriate manner.
- Respond to any requests and enquiries relating to the various ESCAPE-pain digital tools. Problem solve and trouble shoot before escalating to the relevant external development agency.
- Ensure that post-course information is sent to all trained facilitators and database of course attendance is kept up-to-date.

Financial and physical resources

- Work with ESCAPE-pain team to ensure that trainers are paid promptly and correctly.
- Maintain up-to-date database/records of income and expenditure for all ESCAPE-pain training courses and flag any projected deviations from targets outlined in strategic plans.

IT and information resources

- Enter data (clinical and non-clinical) on electronic systems and provide updates and summaries as required.
- Support the development of ESCAPE-pain project schedules and overall strategy.
- Help prepare, format, and disseminate progress reports.

Research and Development

- Support the other key strands of ESCAPE-pain as required (e.g., updating content for the web, basic online research, new resource development, scoping new partnerships and activities).

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.

Benefits of joining the ORUK team:

- 8% annual bonus based on performance (discretionary)
 - Annual cost of living review
 - Flexible working hours in core business hours (8am – 6pm)
 - TOIL for overtime during weekdays and weekends
 - Pension 8% (employers' contribution 7.5% + 0.5% employees' contribution)
 - 25 days annual leave plus bank holidays, increasing by 1 day per year after 5 years up to a maximum of 30 days
 - Enhanced maternity/paternity package
 - Interest-free travel loan
 - Access to Employee Assistance Programme
 - Private Medical Health Insurance (and reduced family rates)
 - Bike to work scheme
 - Death in service (x4 basic salary)
 - Opportunity to grow within the organisation
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To apply for this role:

- Please review the person specification (below) and tailor your CV to demonstrate where you have the experience and competencies required. Please send a covering letter along with your CV to Miss Debbie Palmer at jobs@oruk.org. Please include the job role you are applying for in the subject line.
 - If you wish to have an informal discussion about the role or the application process, please contact the Education and Events Manager (ESCAPE-pain), Miss Francesca Thompson, via email f.thompson@oruk.org
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Person specification

Criteria		Essential	Desirable	Evidence*
Qualifications	Educated to degree level or equivalent level of experience of working at a similar level in specialist area	✓		A/I
	Qualification, training, or specific experience in project management		✓	A/I
Knowledge & experience	Extensive experience of providing high quality project administrative support	✓		A/I
	Significant experience of working in a high-pressure environment showing effective prioritisation and coordination of a varied workload under pressure and to deadlines.	✓		A/I
	Experience of working in an academic, health service or recruitment environment.		✓	A/I
	A good understanding of the health and social care environment and roles and responsibilities within it	✓		A/I
	Experience of using contact/content management systems		✓	A/I
	Experience of coordinating training courses or small events	✓		A/I
Skills & capabilities	Excellent knowledge of Microsoft Office applications e.g., Word, Excel, Outlook, Access, PowerPoint etc.	✓		A/I
	Intermediate keyboard skills	✓		A/I
	Knowledge of administrative procedures including IT and contact management systems	✓		A/I
	Highly organised with excellent attention to detail	✓		A/I
	Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately	✓		A/I
	Strategic thinker, able to anticipate and analyse problems in order to work around obstacles, offering a range of appropriate solutions	✓		A/I
	Able to work under pressure and maintain a high level of concentration	✓		A/I
	Able to work individually as well as part of a team	✓		A/I
	Ability to maintain confidentiality and trust	✓		A/I
	Calm and flexible approach to work, and willing to learn new skills	✓		A/I
Ability to organise and collate a range of information from different sources in a logical, structured manner.	✓		A/I	

*Evidence is in reference to the following information: A Application form, I interview, T test or Assessment

Investing in our future movement

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