



All Ireland Institute of **Hospice and Palliative Care**

JOB DESCRIPTION & PERSON SPECIFICATION

PROJECT MANAGER - EDUCATION AND PRACTICE

0.8 WTE – Specified Purpose Contract

JOB DESCRIPTION

Job Title: Project Manager – Education and Practice

Accountable to: AIHPC CEO

Reporting to: Programme Manager - Education and Practice

Role and Function of the Project Manager – Education and Practice

This is an exciting new role within AIHPC to support the Programme Manager Education and Practice to advance the AIHPC's key strategic role within the hospice and palliative care sector environment across two jurisdictions (Republic of Ireland and Northern Ireland) in line with AIHPC's aims of ensuring excellent palliative care is available for everyone at the right time and place across the island of Ireland. values, aims and objectives. The Project Manager – Education and Practice will support AIHPC's member organisations and key stakeholders with developing innovative and engaging palliative care education across undergraduate, postgraduate and continuing professional development programmes targeted at health and social care professionals, along with education resources targeted at the wider public. The post holder will support a range of education programmes including the re-established AIHPC's Education Network and Hospice Education Providers Network and the review and update of the Palliative Care Competence Framework. The post holder will also support practice-based programmes including quality improvement initiatives and Communities of Practice targeted at specialist palliative care.

Reporting to the Programme Manager for Education, the post-holder will work collaboratively as part of the AIHPC team, in line with AIHPC's values, aims, objectives and shared themes.

Key Responsibilities

- Support the re-established AIHPC's Education Network which aims to bring together educators, commissioners, regulators, and professionals the field of palliative care to improve the organisation and delivery of education through effective collaboration. Support the Institute's engagement with members including hosting meetings, supporting the collaborative area on the Palliative Hub – Learning Platform and development and delivery of collaborative projects
- Support the Hospice Education Providers Network to share good practice and consider opportunities for further collaboration
- Support the review and update of the Palliative Care Competence Framework (RoI)¹ including supporting scoping of international good practice, support the establishment and hosting of meetings of the Steering Group and Working Groups (as required), support the development of additional content within the framework and support with securing the agreement with collaborators, supporting the launch and promotion of the framework and the development and delivery of an implementation plan

¹ https://aiihpc.org/our_work/education-practice/competence-framework/

- Support the ongoing management of the Communities of Practice for specialist palliative care disciplines² including supporting SPC practitioners to engage, collaborate and share innovative approaches in a supportive and engaging environment
- Support the regular updating of the Qualifax database of education in Palliative, End of Life and Bereavement Care available on the island of Ireland³
- Support AIHPC's member organisations and the wider palliative care sector in quality improvements initiatives including the National Palliative Care Quality Assurance + Improvement (QA+I) Enablement Committee hosting of meetings of the Steering Group and Working Groups (as required) and collation of patient safety data
- Support the creation of education and practice content on the Palliative Hub including the Palliative Hub - Learning Platform and utilise key features for information sharing, learning and education.
- Support the organisation and delivery of education and practice related events such as conferences, workshops and other events. In addition, represent AIHPC at key events and fora
- Support the Programme Manager – Education and Practice and CEO in managing relationships and networking with AIHPC member organisations and key stakeholders including care organisations, government departments and agencies, education institutions, voluntary and statutory sectors agencies and international organisations
- Support the engagement of AIHPC's Voices4Care volunteer group (service user, carer and members of the public with an interest in palliative care) in the Institute's education and practice work programme and support AIHPC's member organisations to meaningfully engage with Voices4Care on the development of education and practice related activities

Additional Responsibilities

- Provide project management support to AIHPC CEO, Programme Manager for Education and wider AIHPC Team including ensuring projects are delivered on time and within budgetary and resource constraints
- Liaise with Office Manager in relation to deployment and use of clerical/administrative and other non-professional resources
- Contribute to the induction and development of AIHPC staff as appropriate
- Participate in the design of information and communication systems required to support AIHPC including updating website content
- Support the maintenance of AIHPC's Customer Relationship Management (contacts database) and maintain the education and practice network's listings
- Actively participate in the marketing and dissemination of AIHPC's education and practice activities including updating AIHPC website and The Palliative Hub content, social media and providing content for AIHPC newsletter/s and bulletins

² AIHPC currently supports 9 Communities of Practice for specialist palliative care with the majority meeting on a quarterly basis (Physiotherapy, Occupational Therapy, Speech and Language Therapy, Dieticians, Social Work, Nursing (Northern Ireland), Infection Control Managers, Pastoral care and Chaplaincy, Volunteer Managers)

³ <https://aiihpc.org/our-work/education-practice/database/>

- Support the Programme Manager – Education & Practice to provide status reports on AIHPC education and practice work programme projects and initiatives and highlight issues as appropriate

To perform such other duties appropriate to the post as may be assigned from time to time by the CEO of AIHPC

PERSON SPECIFICATION – PROJECT MANAGER FOR EDUCATION

FACTORS	ESSENTIAL	DESIRABLE (may be used for shortlisting)
Experience	<ul style="list-style-type: none"> • A minimum of 3 years project management experience within the last 5 years within healthcare • Experience of working in partnership with multiple agencies and with multidisciplinary teams • Experience of supporting the delivery projects and initiatives within healthcare 	<ul style="list-style-type: none"> • A good understanding of palliative, end-of-life care and bereavement care • Experience in developing content for websites • Experience of facilitating webinars/ online meetings • Experience of working within an education / practice development role within health care
Qualifications	<ul style="list-style-type: none"> • Degree level qualification 	<ul style="list-style-type: none"> • Formal project management qualification
Core competencies	<ul style="list-style-type: none"> • Excellent organisational skills • Team building and influencing skills including ability to manage conflict • Excellent interpersonal skills and high standards of verbal and written communication • Excellent Microsoft office ICT skills including CRM systems 	<ul style="list-style-type: none"> • Experience in tracking and monitoring finances and Key Performance Indicators (KPIs)
Transport	<ul style="list-style-type: none"> • Hold a current full driving license and have access to a form of transport in order to fulfil the functions of the post 	

CONDITIONS OF APPOINTMENT:

WORKING BASE: This post is based in Dublin at the AIHPC Office, Education and Research Centre, Our Lady's Hospice & Care Services, Harold's Cross. The post-holder will be required to travel within the Republic of Ireland and Northern Ireland and occasionally outside the island of Ireland as required. Remote working will be considered although there will be a requirement to attend the AIHPC office for meetings

SALARY SCALE **Within a range up to a maximum of €51,421 – €57,747 pro rota – Salary based on experience. The post will be based on 0.8 WTE / 4 days per week**

The successful candidate's salary will be calculated strictly on the number of years of relevant/comparable experience, i.e. each year of relevant/comparable experience will decide the point at which your salary will be between the 1st and last point of the pay scale above.

The post holder is required to pay to the Institute any fees or other monies (other than inclusive salary) payable to or received by the post holder by virtue of the appointment or in respect of services, which the post holder is required by or under any enactment to perform.

HOLIDAYS: **26 days** per annum pro rota (21 days)

HEALTH: A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirements as to health, the successful candidate, before being appointed, shall undergo a pre-employment medical.

CONTRACTUAL HOURS **28 hours per week.** Given the seniority of the post details of starting and finishing times may vary in accordance with Institute needs. There will be times when you will be required to work outside of the normal office hours. Flexible working will be considered although there will be a requirement to attend AIHPC for meetings as required.

The post will be filled on a 0.8 WTE 4 days per week time specified purpose contract basis for 1 year.

Superannuation:

The Institute will make a 7% contribution towards a pension scheme and employee contributions are mandatory at a minimum rate of 7% of gross basic salary.

Probation:

The person shall be on probation for a period of six months, or such longer period as may be determined by the Board of the Institute from time to time and shall cease to hold office at the end of the period of probation unless during such period AIHPC's Executive Committee certifies that the service in the office has been satisfactory.

Resignation:

The post holder must give not less than one months' notice, in writing, of their intention to resign from the post.

Expenses:

All expenses incurred related to travel and other work-related expenses will be reimbursed on a vouched basis as determined by the policies of the Institute.

Other terms and conditions will be in line with the policies of the Institute.

AIHPC is committed to treating its employees equally irrespective of race, religion, age, gender, sexual orientation, marital status, disability, family status and ethnic origin.