

# PROJECT OFFICER – LATENT TB

## Job description, person specification and terms of service



### Background to the organisation

*TB Alert*, the UK's national tuberculosis charity, works in the UK and internationally to fight a disease that globally claims 1.7 million lives a year and which in this country is one of Public Health England's seven priority health issues.

Our mission is to work towards the control and ultimate elimination of TB by increasing access to effective treatment for all. We do this by:

- providing information, guidance and support to individuals, communities and health and social care services, so that people with TB access healthcare and receive a prompt and accurate diagnosis
- partnering health and social care services to ensure people with TB receive the clinical and support necessary for successful treatment
- building TB capacity among civil society, and strengthening collaboration between health and social care services and civil society

### Job purpose

England's national TB strategy<sup>1</sup> recommends that people who have recently migrated here from countries which have high incidence of tuberculosis are offered screening for latent TB. As part of this programme, *TB Alert* is being funded by NHS England in partnership with Public Health England, to support CCGs to increase awareness of latent TB. Our objective is to enable new entrants to make informed choices about taking up the offer of testing and treatment.

We are looking for a dynamic project officer with a passion for reducing health inequalities and experience of delivering multi-partner health promotion programmes. You will be involved in all aspects of the programme, with a special focus on supporting CCGs to deliver and monitor their latent TB health promotion programmes and implement the guidance published by *TB Alert* in our latent TB toolkit<sup>2</sup>. This is initially a fixed term contract until March 2019 but with the likelihood of an extension to March 2020 dependent on funding.

### Main duties

- Support the Programme Manager to guide and support localities in developing multi-stakeholder partnerships to increase awareness of latent TB
- Work with CCGs to carry out demographic analysis, strengthen local partnerships, and develop latent TB health promotion activity plans
- Support CCGs and local partners in delivering their latent TB health promotion activities
- Lead in collecting and analysing data at activity, output and outcome levels, to monitor progress, demonstrate effectiveness and report to funders and strategic partners
- Support the development and delivery of workshops and other consultation and learning events
- Support *TB Alert*'s Communications Manager in developing and testing new awareness and health promotion resources
- Provide administrative support to the programme.

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<sup>1</sup> [www.gov.uk/government/publications/collaborative-tuberculosis-strategy-for-england](http://www.gov.uk/government/publications/collaborative-tuberculosis-strategy-for-england)

<sup>2</sup> [www.thetruthabouttb.org/resource/latent-tb-toolkit/](http://www.thetruthabouttb.org/resource/latent-tb-toolkit/) (see Section 3 especially)

**Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/education/knowledge</b>	<p>Relevant graduate qualification and/or equivalent experience</p> <p>Understanding of health inequalities and the impact on migrant communities</p> <p>Understanding of principles of social marketing</p>	
<b>Demonstrated experience</b>	<p>Project management in partnerships involving the statutory and third sectors</p> <p>Developing and delivering health promotion programmes</p> <p>Collecting and analysing programme monitoring data</p>	<p>Working with migrant communities</p> <p>Delivering training programmes</p>
<b>Personal qualities</b>	<p>Excellent verbal and written communication skills</p> <p>Ability to interact effectively with people of diverse demographics</p> <p>Proficiency in MS Office and Outlook</p> <p>Ability to travel nationally on a frequent basis, with occasional overnight stays</p> <p>Eligibility to live and work in the UK</p>	

## **Terms of service**

### **Reporting to**

Latent TB Programme Manager

### **Place of work**

Currently Lewisham but may relocate to a more central location dependent on the location of the successful applicant. *TB Alert's* head office is in Brighton.

### **Salary**

NJC Scale S01, Point 31. £30,208 (inc. Greater London weighting)

### **Contract length**

Fixed term to 29<sup>th</sup> March 2019 with possible extension

### **Benefits**

Optional pension: employee contribution 5%; employer contribution 6%

Annual Leave: 25 days plus statutory holidays

## **Application procedure**

To apply please complete [TB Alert's application form](#) and email your application to [recruitment@tbalert.org](mailto:recruitment@tbalert.org). Please note that we do not accept CVs.

If you would like to speak about this post before applying, please contact Juliet Campbell, Latent TB Programme Manager, on 07961 357697 or [juliet.campbell@tbalert.org](mailto:juliet.campbell@tbalert.org).

Deadline for applications: Sunday 20<sup>th</sup> May 2018.

Interviews will be on Thursday 31<sup>st</sup> May at *TB Alert's* head office in Brighton. You will be informed by Wednesday 23<sup>rd</sup> May if you are invited to an interview.