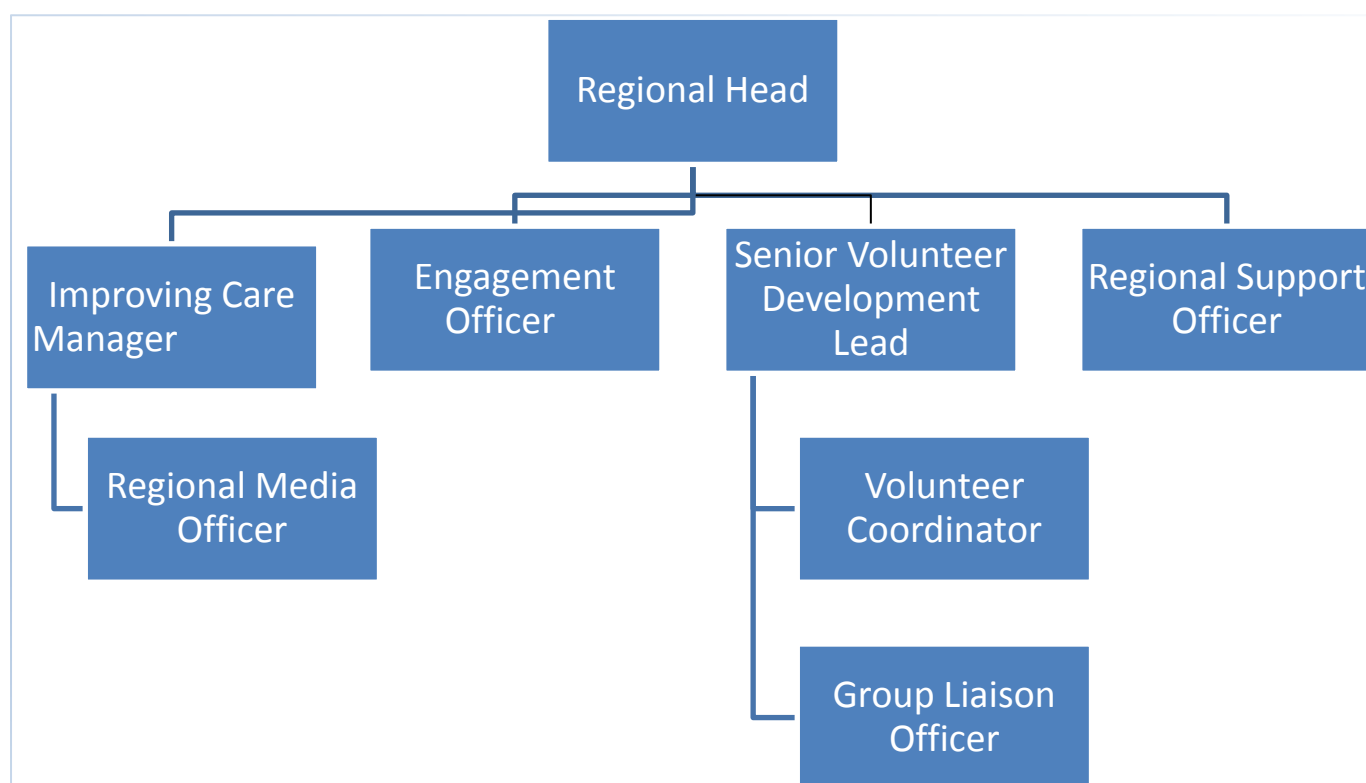


Job Title: Engagement Officer (initially with a Prevention focus)

DIRECTORATE:	Operations
SECTION:	South East Office
REPORTING TO:	Regional Head
CONTRACT:	21 hours a week; permanent



WORKING RELATIONSHIPS:

Inside Diabetes UK

Staff: Regional office staff; Nations & Regions team; Policy Campaigns & Improvement Team; Volunteering Team; Media Team.

Volunteers: Individual volunteers & Local Groups; Diabetes Voices.

Outside Diabetes UK

Regional NHS organisations (including but not limited to: Clinical Commissioning Groups (CCGs) and Sustainability & Transformation Partnerships (STPs)); Public Health Teams; Health & Wellbeing Boards; healthcare professionals; people living with diabetes.

OVERALL PURPOSE OF THE JOB

Working closely with the South East Regional Team, the Engagement Officer will be responsible for raising the profile of, and increasing regional activity related to diabetes. Initially (for at least) the first year we would anticipate the bulk of the work to be around the prevention agenda but over time this may develop into other aspects of Diabetes UK work depending on regional need.

The Engagement Officer will work closely with the Regional Head and Improving Care Manager in supporting influencing activity across the region. The focus for at least the first year will be on prevention of type 2 diabetes.

The Engagement officer will work closing with Volunteer Development staff within the region in supporting and developing volunteers to promote and increase activity related to greater awareness of diabetes, again initially focused on prevention of type 2 diabetes.

MAIN DUTIES AND RESPONSIBILITIES:

(For at least the first year)

- To develop a full understanding of diabetes and specifically the issues facing people in the region at risk of developing type 2 diabetes.
- To keep in regular contact with the Central Office based Care and Policy Team (incl Prevention Manager) to ensure that the regional team is fully informed of National NHS and Diabetes UK intelligence and thinking around prevention and how this might inform local activity. To evaluate progress and feedback intelligence to the central team. To participate in cross organisation projects on their area of work as requested.
- To promote and monitor the delivery of prevention strategies within the NHS related to type 2 diabetes. This will include, but not be limited to, keeping an overview of the development of the National Diabetes Prevention Programme in the region.
- To support the Regional Head and Improving Care Manager in their work with priority Clinical Commissioning Groups (CCGs) and other NHS bodies regarding prevention, and to make own contact with other CCGs & Public Health teams to develop and promote appropriate activity.
- To work with Volunteer Development staff within the region in ensuring that local groups are encouraged and supported to develop 'awareness of type 2' activity as appropriate. This will include making contact/visiting local groups and giving training and ongoing support.
- To work with Volunteer Development Staff within the region in ensuring 'Know your risk' volunteers are developed and appropriately utilised across the region and to support the training and management of these volunteers.
- To work with the Regional Media Officer to promote the awareness and prevention agenda in the region through media activity.
- To proactively engage with Regional Fundraisers to investigate opportunities to increase income related to the awareness and prevention agenda.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Demonstrate excellent communication skills.
- Build effective relationships and partnerships with external organisations.
- Demonstrate knowledge of the NHS/Public Health agenda (highly desirable)
- Demonstrate effective team working skills.

The best person for this job will have experience in:

- Relationship building, negotiation and persuasion.
- Delivering presentations or training.
- Managing multiple projects or pieces of work.
- Working with volunteers or volunteering.

The best person for this job will be:

- Educated to degree level or equivalent
- Self-motivated and able to plan and manage their own workload
- An excellent communicator with the facilitation skills to deliver training to a range of audiences
- Willing to travel across the South East of England with occasional travel to other Regional/National offices (requirement to have a valid driving licence and access to a car).
- Willing to work flexible hours, including some evenings and weekends