

Role Profile: Paediatric Endocrine Specialist Nurse



Role information

Reports to: Head of Patient and Family Services

Direct and indirect reports: CEO

Role level: Senior Manager and Manager

Job purpose

The Paediatric Endocrine Specialist Nurse is a new role and will complement our Endocrine Nurse Helpline Service. The Nurse will be paediatric endocrine clinical lead amongst the staff team and part of the organisation's Medical Committee. The role includes working closely with the Head of Patient and Family Services and Endocrine Specialist Nurses, to provide medical information and guidance for parents, and contribute overall to the charity's patient and family support services.

About the Pituitary Foundation

The Pituitary Foundation is the leading charity in the UK dedicated to supporting pituitary patients.

We run Local Support Groups around the UK and ROI, a Patient Support & Information Helpline, Endocrine Nurse Helpline, telephone buddy system and provide publications. To enable this, we have an extensive fundraising programme including a membership scheme, events and apply to trusts and other funding sources for grants. Our wonderful volunteers support our work, and patients nationwide.

It is an exciting time to join the foundation with our new strategy and ambitious plans to change the lives of pituitary patients nationwide. We are in a confident financial position and have a supportive, friendly staff team in our Bristol office and across the UK.

Key responsibilities

Paediatric Endocrine Nurse Service Helpline (10 hours a week)

- Provide Telephone, and or email Helpline support, information and referral.
- Keep a log of all calls taken and made, with any follow up, and reporting on a monthly basis, as agreed with the Head of Support Services.
- Provide feedback to the Head of Support Services on queries, parent/family views etc received through the Helpline.

Support Services

- Support the Head of Support Services with medical related enquiries received through the Helpline, Email Support Service and other services.
- Contribute to articles, booklets and other Foundation publications as needed.
- Input into policy, research and campaigns work, as and when required.
- Actively assist the Head of Support Services with the planning and development of relevant aspects of Support Services.

Applying specialist knowledge to building connections

- Member of the organisation's Medical Committee.

Other

- Produce monthly report of activities for CEO and any other reports as and when required.

This role profile is not exhaustive, it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and The Foundation would aim to reach agreement to any changes.

Behavioural competencies

Employees are expected to meet behavioural standards described in the competency framework. These are organised into the following 6 categories and descriptions are specific to the role level.

1. Communication
2. Teamwork
3. Leadership
4. Delivering quality
5. Customer service
6. Improvement and change

Qualifications

Essential

- RSCN

Desirable

- Member of BSPED

Experience

Essential

- Proven experience as a Paediatric Endocrine Specialist Nurse, predominantly in pituitary disease process/ treatments and replacement hormone therapy.
- 3 years or more post registration experience.
- Experience or an interest in writing patient information resources or articles for print and electronic use
- Warm, approachable telephone manner and experience of delivering support in this way.

Desirable

- Experience of presenting at meetings, events and conferences.
- Working within the voluntary sector in a paid or unpaid capacity.
- Experience of working at home.

Further information about the role

Hours: 10 hours per week

Salary: £30,000 - £36,000 pro-rata

Location: Home, or Central Bristol office

Benefits: 30 days annual leave (pro rata), 5% pension contribution, Employee Assistance Programme

It is recommended that the applicant continues with clinical work, alongside this role at The Pituitary Foundation, especially if you will be working from home.

The Pituitary Foundation believes in diversity and equality. We especially welcome applicants who are under-represented within the charity sector and want to build a team with a diverse range of perspectives, backgrounds and skills. We know that in diversity is strength and we look forward to hearing from all interested applicants.

How to Apply

Please send a cv and cover letter (no more than 2 sides of A4) addressing why you are interested in this role, and how your experience demonstrates how you meet the role profile.

You should include the names and contact details of two referees, including your most recent or present employer. We will not contact your references without informing you.

Applications should be emailed to ren@pituitary.org.uk