

CAMBRIDGE GLOBAL HEALTH PARTNERSHIPS

ROLE DESCRIPTION

Job Title:	CGHP Programme Officer
Hours:	Full-time (37.5 hours a week)
Location:	Cambridge/Hybrid
Term:	Permanent
Reporting to:	CGHP Director
Salary:	£28,000 to £31,000 per annum FTE

A little about us

Cambridge Global Health Partnerships (CGHP) was born out of the belief that health should not be predetermined by where we live. We are a charitable programme based on the Cambridge Biomedical Campus and are a linked charity to ACT (Addenbrooke's Charitable Trust).

Since 2007, we have been strengthening health systems across the world through education, reciprocal learning, and relationship building. CGHP uses a health partnership model - working with hospitals, governments and health organisations in Cambridgeshire and East of England region and in low- and middle- income countries (LMIC) to provide specialist expertise, support shared learning and encourage sustainable change. This is a two-way process involving NHS staff, trainees and students working with LMIC partners using a hybrid working model combining online working and exchange visits.

Our work contributes directly to the achievement of the UN Sustainable Development Goal (SDG) 3 – Ensuring healthy lives and promoting well-being for all at all ages.

CGHP values are Safe, Effective and Ethical

The role and your team

CGHP has a small and passionate team, committed to delivering an increasing positive impact on the communities we serve on the Cambridge Biomedical Campus and with our international partner healthcare institutions. The role provides an amazing opportunity to make your contribution to developing and improving healthcare services globally.

This is an exciting and busy role with broad responsibilities across the programme that include management and administration. You will play a key role in supporting successful delivery of an extensive portfolio of activities to strengthen health systems and improve the quality of health care globally, working closely with our members (primarily NHS staff) and global majority partners. The role requires project management experience and excellent organisational and administration skills. We are looking for a person who enjoys and is particularly good at interacting with others, who can prioritise workloads effectively and work flexibly to meet shifting demands.

Role priorities

The successful candidate will:

- Pick up a busy portfolio of work supporting busy programme and health partnerships activity.
- Build strong relationships with CGHP members and partners.
- Play an important role in building an expanded CGHP team.

Area	Responsibilities
Programme	<ul style="list-style-type: none"> ✓ Provide management, finance and administrative support for the health partnerships including support for virtual and remote training and mentorship activities. ✓ Work with the Director to manage CGHP support and advice services including grant scheme making sure these are widely advertised and promoted, oversee process for applications, review and decision by Committee sub-group. Manage grant and bursary recipients and ensure all governance and reporting requirements are fulfilled. ✓ Engage and recruit health partnership team members, ensuring that opportunities are advertised via agreed external and internal channels, responding to enquiries and organising recruitment interviews. ✓ Provide comprehensive management and stewardship of CGHP members, ensuring that they have timely and comprehensive briefings and information about their roles and activities within the partnership including visits; organise travel and logistics; complete risk assessments as necessary, and ensure that standards around safeguarding and occupational health are met and supporting implementation and improvement of policies and procedures for involvement of members. ✓ Ensure members' data is stored safely and securely on the CRM database and that details are kept up to date, in order to support knowledge management, future recruitment, and performance monitoring. ✓ Provide support to grant management, especially expenditure tracking, donor reporting, collating background information and analysis, liaising with CGHP team and ACT Finance colleagues for high quality narrative and financial reporting. ✓ Work with the Director and health partnership teams in the identification and design of new partnerships and projects, including leading stakeholder and partnership meetings as required. ✓ Research tasks to support programme needs, including researching and writing topic-based briefing documents, to support international exchange visits and programme funding applications. ✓ Work on Gender Equality and Social Inclusion activities working closely with CGHP team, and members, partners and stakeholders. ✓ Support monitoring and evaluation activities across the CGHP programme.
Communication & Events	<ul style="list-style-type: none"> ✓ Work with the CGHP Communications Lead to develop communications materials and publications. ✓ Support successful implementation of CGHP events, representing CGHP to supporters, partners and stakeholders locally in Cambridge, nationally and internationally, ensuring that the programme is presented in an appropriate and professional manner.
Fundraising	<ul style="list-style-type: none"> ✓ Work with the Director and Fundraising Lead to write funding proposals, concept notes and budgets, and e case studies and programme documents required for fundraising.
Other	<ul style="list-style-type: none"> ✓ Abide by CGHPs Code of Conduct and ACT's corporate policies and practices. ✓ Participate in performance appraisal programmes as required. ✓ Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of CGHP / ACT without prior authority.

General Corporate Requirements

- Abide by CGHP / ACT's corporate policies and practices as varied from time to time.
- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT & CGHP without prior authority of the CGHP Director.
- To ensure the effective and efficient use of ACT's & CGHP's resources
- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
- To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers, and their relatives.
- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to hr@act4addenbrookes.org.uk

The closing date for applications is Sunday, 27th April 2025, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.



We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.

PERSON SPECIFICATION

Essential	<ul style="list-style-type: none"> • Educated to degree level or with equivalent experience. • Evidenced commitment to and interest in global health work. • Project management experience, preferably in international development / health sector. • Clear thinker with excellent organisational and administration skills. • Strong verbal and written communication skills, with high attention to detail. • Proven ability to effectively prioritise workload and work flexibly to meet shifting demands. • Able to plan and work with minimal supervision and to work independently, and to solve problems as part of a small team. • Flexibility and availability to work outside normal working hours at times and to travel when required including outside of UK. • International work experience.
Desirable	<ul style="list-style-type: none"> • Masters degree or equivalent in field related to global health or international development • Experience of office administration • Experience working with / managing volunteers.
Personal Attributes	<ul style="list-style-type: none"> • Independent, resilient, and creative. • Attention to detail as well as the ability to see the big picture. • Excellent interpersonal skills. • Imagination, creativity, and an ability to think 'outside the box'. • Can demonstrate energy, multi-tasking, prioritisation, and the ability to be calm and productive under pressure. • Ability to work as part of a small team, and to support others when necessary. • A 'can-do' attitude; solutions oriented; want to make a difference. • Enjoyment of being busy – this is not a quiet job! • A sense of humour

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To apply	Send CV and Covering Letter to the HR Team - HR@act4addenbrookes.org.uk
When will the interview take place?	Week commencing Monday 12th May - initial interview will be held remotely, with the potential to host the second interview at the CGHP offices.
If I get the job what will I get paid	£28,000 – £31,000 per annum FTE (depending on skills and experience)
When might I start?	Position open from May 2025

ADDENBROOKE'S CHARITABLE TRUST & CAMBRIDGE GLOBAL HEALTH PARTNERSHIPS

CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan
- Employee Assistance Programmes
- 25 days of Annual Leave + Bank Holidays
 - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme