

## Senior specialist nurse

***Part-time (c. 25-28 hours per week/67-75% FTE)  
Home-based flexible working with travel***

### **Purpose:**

As APF grows and reaches more people than ever before, our recently published “I wish it was cancer” report shows we are needed more than ever. We are seeking a dynamic and experienced specialist nurse to play a vital role providing both practical support and advice to our support, information and education functions, as well as working closely with our policy team to provide vital advocacy support to help people living with PF access the care and support they need. This new role offers a unique opportunity to shape our vital work and have an impact nationally on the lives of people affected by PF.

**Key stakeholders:** Families living with pulmonary fibrosis (PF)  
APF staff, particularly in services and policy teams  
Health/care professionals and bodies,

**Reporting to:** Director of Services. Working in partnership across the team

***This role is new and we have a general idea of how the role will function but you'll have the opportunity to co-produce the role and plans, working collaboratively to develop visions of how our work can continue to improve, develop and have an ever greater impact.***

### **1. Supportline**

- You'll spend around 25-30% of your time covering the supportline (cover is coordinated between a small team), receiving calls directly from people living with PF and their families, providing a listening ear, information and guidance, referring to other sources of support internally and externally. It also involves making outbound calls and supporting people via web, email and social media.
- You'll be a source of advice and expert clinical guidance to the support team to support their work

### **2. Advocacy**

- You'll pick up individual cases (from the supportline and other teams) where your expert support is needed to advocate and enable people to be able to access the health and care services they need, whether that's informing/empowering self-advocacy (where appropriate) and/or getting personally involved using formal and/or informal channels to address gaps
- You'll work closely with the policy team with their national influencing work, and the Support Networks team on a local/regional basis, mutually informing and supporting each-other's work, sharing insight, creatively trying out different approaches and learning together
- You'll work towards developing resources to support self-advocacy / advocacy by other colleagues and partners such as local support groups, to maximise reach and impact. Being mindful of the needs of all communities and working towards reducing health inequalities.

### **3. Information, education and communications**

- You'll support our information provision and communication (including our twice-yearly magazine and regular email updates to families and healthcare professionals) through:
  - bringing insight to help plan and prioritise new and updated content
  - checking, editing and/or writing content
  - using your networks to suggest and invite specialists to input where needed
  - contributing your expertise to public statements/press releases as needed
  - participating in our professional advisory panel
- You'll support our education function, particularly education for healthcare professionals (specialist and non-specialist) by APF and as part of the One Voice ILD initiative, through informing and supporting the planning, coordination and delivery of workshops
- You'll attend and present at key national, international and regional conferences and networks, planning jointly with colleagues to maximise our profile, reputation and impact, build our networks and share insight

### **4. Planning, reporting and risk and other contributions to the success and sustainability of APF**

A strong team player, you'll contribute to the overall development, sustainability and success of APF through:

- Using our database and other shared information systems (and contributing to their improvement as we grow) to aid effective decision-making in all our work
- Regular reporting of reach and impact of your work in the form of numbers, outcome measures, quality measures, quotes and stories
- Managing risk in all your work and regular joint review of our risk management
- Participating in strategic and operational planning to maximise our impact and manage our time and money well
- Supporting APF's fundraising where needed so we can raise the money we need to deliver on our priorities
- Working transparently, collaboratively and supportively across all teams for problem-solving, creative thinking and planning

## **Person Specification**

1. Band 7 registered nurse with at least two years recent ILD experience (we will consider experienced band 6, do get in touch if you are interested)
2. Person-centred approach, driven by the needs and views of people affected by PF
3. Outstanding listening/telephone skills
4. Sensitivity and diplomacy. Able to relate to people from all walks of life
5. Good professional networks in the ILD Sector
6. Experience in influencing/advocating on behalf of patients to help them get the services and support they need
7. Ability to deliver effective training for professionals/families affected
8. Strong writing skills
9. Ability to simplify complex information and communicate in plain English
10. Strong ICT skills
11. Collaborative, consultative, supportive team player

12. Creative, proactive problem-solver, ambitious and bold for change
13. Organised; able to plan and drive own workload
14. Passionate about equality and addressing health inequalities
15. Ideally, experience of supporting patients through research
16. Willing and able to travel from time to time which may be across the UK and occasionally internationally. Quarterly meetings in Peterborough and occasional overnight stays

## Diversity

Action for Pulmonary Fibrosis strives to be an organisation of equity and inclusion.

Pulmonary Fibrosis does not discriminate. Our team should reflect the diverse communities we exist to support. We warmly welcome applications from all candidates irrespective of age, disability, race (including colour, nationality, ethnic or national origin), sex, pregnancy or maternity, gender reassignment, sexual orientation, religion or belief, or marital or civil partnership status.

## Terms of Appointment

<b>Contract:</b>	Permanent, part-time (c.25-28 hours per week, flexible)
<b>Salary Band:</b>	c.£44,000 to £50,000 (for Band 7 depending on experience)
<b>Pension:</b>	Automatic enrolment to workplace pension (APF contributes 3%), unless already an active member of a qualifying workplace pension.
<b>Holiday:</b>	25 days per holiday year plus 3 discretionary days at Christmas plus bank holidays (all pro rata). Increases with length of service at 3 and 5 years. Salary sacrifice to buy or sell annual leave
<b>Location:</b>	Remote (laptop and phone provided), with occasional travel across the UK and potentially international, and quarterly travel to head office in Peterborough. Hybrid working options available.
<b>Hours:</b>	Normal hours are 9.00am to 5.30pm with flexibility to maintain a good work/life balance.
<b>Other benefits:</b>	Flexible hours Option to take 'time off in lieu' for extra hours worked. Onsite Gym membership Free membership of our Employee Assistance Package Individual training budget

## Probationary and notice of termination periods:

You will have an initial six-month probationary period during which notice is 1 week on both sides and then extending to two months thereafter.