

Administrator (Care and Treatment Review (CTR) Hub)

Salary: Up to £18,500 pro rota (Actual salary £9,866.67)

Hours: 20 hours a week (permanent contract)

Base: Leeds office

About the Administrator (CTR Hub) Job

Inclusion North operates a Care and Treatment Review (CTR) 'hub' which provides Expert Advisers and Clinical Advisers to Care and Treatment Reviews (and Care, Education and Treatment Reviews) across Yorkshire and Humber and the North East. NHS Commissioners use the Hub to ensure that there is an independent voice within the CTR process.

The hub recruits, trains and supports people to take on the role of Expert Adviser and Clinical Adviser within CTR's organised by local area commissioners. Our pool of Advisers is made up of people with a learning disability, family carers and professionals with relevant experience.

We are seeking a highly skilled and experienced Administrator to support the Hub. The successful applicant will be responsible all the administrative tasks of the Hub, working with the Advisers and commissioners to deliver a high quality, well-organised service.

This crucial job in our team will:

- Provide the administration of Inclusion North's CTR Hub to coordinate the booking of Expert Advisers and Clinical Advisers for CTR's across Yorkshire and Humber and the North East
- Contribute to Inclusion North adding significant value to the efforts of people with a learning disability, their families, local commissioners and providers in implementing government policy, and best practice to achieve inclusion

We are seeking a person with excellent organisational and administrative skills, who can also communicate really effectively with people, and adapt their style to meet different needs.

You can get an application pack from melissa@inclusionnorth.org or by phoning 0113 244 4792.

We do not accept CVs so please apply using the form in the application pack.

For an informal conversation about the post contact Rebecca Stanley on 07496 229661

The closing date for completed applications is 28th July 2017

The interviews will be held on 14th or 15th August 2017 in Leeds

You can find out more about Inclusion North at www.inclusionnorth.org

For more information about our CTR hub please have a look on our website <http://inclusionnorth.org/projects/what-we-are-doing-now/care-and-treatment-reviews-and-our-expert-adviser-hub/>

Information about Care and Treatment Reviews can be found here on the NHS England website <https://www.england.nhs.uk/learning-disabilities/ctr/>

We follow a Safer Recruitment policy, and the successful applicant will be required to provide two references, and undertake an enhanced DBS check before a job offer is confirmed.