



Dear Applicant

Thank you for your interest in our **Project Manager, (Pharmacies)** role.

This is an exciting time to be joining our small and dedicated team. We are a charity that is looking to grow and is ambitious to increase its impact and we are delighted that you are considering joining us.

**The Migraine Trust** is the UK's leading migraine charity, there for the 10 million people living with migraine. We provide information and support, campaign for awareness and change to reduce the inequity surrounding migraine as well as funding and promoting medical research.

**The purpose of this role is to plan, manage, deliver and evaluate an innovative new project based in the Grampian region of Scotland that sets out to increase the skills and knowledge of local pharmacies and pharmacists in their management of migraine patients in the region. (This new role -1 year fixed - has been funded by a grant from the Scottish Government as part of their Neurological Framework for Action project.)**

Migraine diagnosis usually results in specific combinations of prescribed medications, needing clear explanation and the opportunity to discuss changing doses/medications if treatment is unsuccessful. Strong patient/pharmacist relationships can ease this process and reduce the burden on GP time.

Pharmacists are an excellent but underused resource in helping migraine patients understand their condition. You will enable us to deliver this project by managing the delivery of: training for pharmacists via expert-led interactive online sessions, overseeing the production and delivery of display literature, managing local awareness campaigns and ensuring the delivery of support sessions for local people with migraine.

The aim of this project is to enable local people with migraine to receive accessible and expert care whilst reducing the burden on primary and secondary care as people with migraine will be empowered to better manage their condition within their community.

**Before you start an application for this post, please ensure that you:**

- Have read and understood the requirements of the role
- Meet all of the essential criteria in the Person Specification
- Are available for and able to take part in an interview (details as to whether this will be face to face or online will be confirmed at the time of shortlisting) on (date TBC).

## Job Description

## Job title: Project Manager (Pharmacies)

### Key responsibilities:

- **To establish strong and productive relationships** with all the people working to make this project happen. These include: NHS Grampian, the Pharmacy Medicines Directorate, Consultant Neurologist at Aberdeen Royal Infirmary and a GP with a specialist interest in headache, colleagues at The Migraine Trust and the pharmacists taking part in the project within the Grampian region.
- **To produce a specific and measurable plan** to deliver the project's key milestones (that have already been identified, see below). To ensure that accurate budgeting records and administrative records are kept and disseminated so that project progress can be tracked and reported upon.
- Working with finance colleagues, **ensure that the project budget is spent accurately** and can be reported upon to funders.
- Act as a first point of call for all queries relating to this project from health professionals, pharmacists and local people.

### Project milestones include:

- Working with the Pharmacy Directorate and other relevant local bodies, ensure that a **minimum of 50 pharmacists sign up** to take part in this pilot, and develop productive relationships with the pharmacists involved.
- Working with medical professionals and internal colleagues manage the production and dissemination of relevant **promotional materials to pharmacists** alongside **awareness campaigns for the general public** within the region. Monitor the success of the marketing techniques used.
- Working with medical professionals, facilitate the **delivery of specific pharmacist expert training** (likely to be online) to pharmacists taking part in the pilot. Ensure the training is well-publicised and evaluated once complete.
- Working with medical professionals and colleagues, ensure the **delivery of Managing your Migraine events for the public**, giving support to local people in Grampian. Ensure that the event(s) are well publicised and evaluated afterwards.
- Manage the **end evaluation of the project**, gathering data from both pharmacists and the people with migraine who have been supported by the project.

### More generally, we ask you to:

- Champion our values and be guided by them.
- Ensure that transparency, honesty, impartiality and trust are at the heart of all internal and external relationships.
- Attend internal and external meetings, events and presentations as required.
- To be aware of and operate within charity law, GDPR legislation and our policies and guidelines.

## Person Specification

### Essential knowledge and experience

- Proven experience of complex project management, ideally within the health field.
- Demonstrable experience of building successful internal and external relationships.
- Strong analytical and budgeting skills.
- Computer literate with the capability of using Microsoft Office applications.
- Confident at working remotely.
- Knowledge of GDPR compliance.

### Essential skills

- Ability to build strong relationships within the whole team who will be delivering this project.
- Enthusiastic and self-motivated with outstanding time management skills.
- Inspiring and engaging communications skills.
- Confident networker.
- Ability to understand and maintain confidentiality.

### Terms and Conditions of Employment

<b>Job title:</b>	<b>Project Manager (Pharmacies)</b>
<b>Hours:</b>	35 hours per week
<b>Location:</b>	Home based within the Grampian region, with ability to travel locally as required.
<b>Contract:</b>	This could be a secondment opportunity for one year, or a full time fixed-term contract for one year. We are also open to part time applicants (28 hours per week) and to applicants who are not seeking this role as part of a secondment.
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	n/a
<b>Salary:</b>	£36,500 to £38,500 per annum

## **Benefits**

### **Holiday**

We offer 25 days holiday a year (excluding bank holidays), which increases for each year of service up to a maximum of 30 days.

### **Pensions and other benefits**

During the year of your employment, we will contribute 8% of your salary subject to you contributing an amount equal to at least 4%. We also offer a generous Death in Service scheme.

### **Perkbox**

We are always looking at how to create a positive workplace which rewards and supports our employees. We have partnered with Perkbox to offer discounts and rewards including hundreds of retailers, free weekly offers, access to online fitness classes, a birthday gift and personal development through online training. And with the wellbeing of our employees core to our values we want to ensure they are happy and healthy and you would also have access to an Employees Assistance Programme including a free confidential helpline.

### **Training and development**

Our people are our best asset. We want you to thrive and reach your full potential, both professionally and personally. We have a generous training budget, and you will be given time to make use of it. As a small organisation, we can give you opportunities to quickly grow in your role, to gain new experiences and develop new skills. We hope you use this to help drive The Migraine Trust forward, but also to have developed new skills and experience that you can use throughout your career.

**The Migraine Trust is an equal opportunities employer and we welcome applications from all suitably experienced persons regardless of their race, socioeconomic backgrounds, gender, disability status, ethnicity, religion/faith, sexual orientation, or age.**

### **How to apply**

If you wish to apply, please submit your current CV and a cover letter to [recruitment@migrainetrust.org](mailto:recruitment@migrainetrust.org). When writing your cover letter, please ensure that you provide specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out.

Interview structure will be discussed in advance to ensure candidates feel comfortable, confident and able to be themselves.

If you would like an informal discussion with Rob Music, Chief Executive before applying we encourage you to email: [recruitment@migrainetrust.org](mailto:recruitment@migrainetrust.org)

Interviews will be face to face or online. To be confirmed at a later stage.