



HWLincs is looking to recruit the following position:

HWLincs Contract & Project Support Worker 24 hours per week

**Salary £15,123 per annum (full time equivalent £23,000)
(out of pocket expenses are covered as separate to salary)**

HWLincs is offering this new, exciting and interesting opportunity for someone to provide a range of support work within the charities contract and project activities.

We are looking to recruit someone who has a proactive 'can do' approach, can work effectively on their own as well as part of a team. Whilst we are looking for a candidate with a good all round range of skills, for the right person, we recognise that there may be areas that require training which will be provided for the right candidate.

HWLincs has been in existence for 7 years with its main contract being Healthwatch Lincolnshire. Our charity is growing which has driven the need for this new opportunity.

From 1 April 2020, HWLincs will be delivering a new digitally based Citizen Panel contract for Lincolnshire, which will focus on local healthcare. Citizen Panel is a NHS initiative that enables people 'once joined' to have a say about how their health services are run both now and in the future. Part of this role will focus on the set up and delivery of the Lincolnshire Citizen Panel, including general promotion; recruiting and supporting the general public to join; liaising with volunteers and some administration tasks. Please note, we have an initial target in year one to sign up 974 Lincolnshire people to join the Citizen Panel, this role will be instrumental in helping us to achieve this target.

Other HWLincs Contract and Project Support Worker activities will include areas such as helping with small contract engagement and consultation, digital communication and help to facilitate events as required and where capacity allows.

For more information about HWLincs and our work, visit www.hwlincs.co.uk and www.healthwatchlincolnshire.co.uk

For an application form and a person specification [please contact enquiries@hwlincs.co.uk](mailto:pleasecontactenquiries@hwlincs.co.uk)

Closing date for applications is 5pm on 19th March 2020.

Shortlisted candidate **interviews will be held on 24 and 25 March 2020** at our Head Office in Swineshead, PE20 3LR.

Please note: HWLincs is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.