

## JOB VACANCY: PAEDIATRIC ENDOCRINE NURSE SPECIALIST, CHILD GROWTH FOUNDATION

Child Growth Foundation makes a difference wherever growth is a concern.

We are the leading UK charity focusing on the support, understanding and management of rare growth conditions to improve the lives of children, adults and families affected. We:

- Support children, adults and families affected by rare growth conditions.
- Fund research into greater understanding and management of these conditions.
- Raise awareness and understanding of growth conditions, to improve their detection and support their earlier diagnosis.
- Support health professionals in the optimal diagnosis and management of these conditions.

We are recruiting for a Paediatric Endocrine Nurse Specialist to join our friendly team to provide specialist support, information, knowledge and advice.

<b>Job Title</b>	Paediatric Endocrine Nurse Specialist	<b>Hours</b>	Part-time, with flexibility for candidate to choose between 10 to 14 hours per week
<b>Reports to</b>	Charity Manager	<b>Place of work</b>	Home-based with travel as required
<b>Salary</b>	£31,950 pro rata / £11,928 actual (based on 14 hours per week)	<b>Appointment period</b>	Permanent

### Role purpose

The Paediatric Endocrine Nurse Specialist vacancy is an exciting new role to our charity. The purpose of this role is:

- To provide specialist endocrine and undergrowth support and knowledge to enhance the service delivery of Child Growth Foundation.
- To provide a confidential and non-judgemental support service via email and telephone to growth condition patients and their families, offering medical

information and advice to help discussions between patients and their medical teams.

- To assist research into increased understanding of growth conditions and the impact they have on families affected by them.
- To assist with the identification and production of materials and assets, including written booklets, infographics and video content, developed to support patients and their families with their growth condition.
- To support and progress projects, activities and events organised by Child Growth Foundation for the benefit of children, adults and families affected.

#### **Main duties and responsibilities of the role**

- To work closely with our Growth Nurse Specialist, Charity Manager, Finance and Admin Manager and the Board of Trustees.
- To provide telephone support to patients, families and health professionals living with endocrine or genetic growth conditions alongside the Growth Nurse Specialist.
- To provide email support to queries from people with a growth condition and their family alongside the Growth Nurse Specialist.
- To assist with the writing and editing of booklets, guides and factsheets that Child Growth Foundation provides.
- To assist with the updating of information, guides and fact sheets.
- To identify missing information in Child Growth Foundation's written support materials and assist with the production of that missing information.
- To contribute informative and supportive patient led content to our newsletters, news stories, blog posts and other communications.
- To undertake research identifying patient needs for the main conditions supported by Child Growth Foundation.
- To attend our annual convention and contribute to the event through delivery of workshops and 1-1 support sessions.
- To attend medical meetings, conferences and events as a representative of Child Growth Foundation.  
To contribute medical knowledge to assist with securing funding applications.
- To build and maintain relationships with individuals and organisations in our field including our Medical Advisors Committee.
- To liaise when necessary with Endocrinologists, Geneticists, Endocrine Nurse Specialists, Health Visitors and any other healthcare professionals relevant to Child Growth Foundation.

- To work with our Growth Nurse Specialist to identify and enable support needed in our field including professional training and new support systems for children, adults and families.
- To participate in staff and trustee meetings as a key member of our Child Growth Foundation team.
- To carry out other reasonable duties as may be required by Child Growth Foundation.

<b>Experience</b>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Registered Nurse with at least 3 years' experience as a Paediatric Endocrine Nurse Specialist.</li> <li>• Experience of conveying complex information to a lay audience.</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Experience of providing information and support via telephone or email.</li> <li>• Experience of developing fact sheets and information guides.</li> <li>• Experience of writing for a public audience.</li> </ul>
<b>Knowledge, skills, and abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of endocrine, genetics and growth conditions.</li> <li>• Excellent verbal and written communication skills, including ability to write and present complex information in plain English.</li> <li>• Ability to work autonomously and as part of a team.</li> <li>• Ability to manage own workload and personal development.</li> <li>• Ability to prioritise workload.</li> <li>• Good IT skills including Word, Excel and Outlook programmes, as well as working with databases.</li> <li>• Ability to research and critique scientific papers.</li> <li>• Understanding of the charity sector would be helpful.</li> </ul>
<b>Attitude and disposition</b>	<ul style="list-style-type: none"> <li>• Have a compassionate and understanding manner.</li> <li>• Dynamic, energetic, and driven.</li> <li>• Empathetic and approachable.</li> </ul>

## Application

To apply please complete the Paediatric Endocrine Nurse Specialist Application Form and return by email to Catriona Taylor at [catriona.taylor@childgrowthfoundation.org](mailto:catriona.taylor@childgrowthfoundation.org) by 19<sup>th</sup> March 2023.

Interview date(s): w/c 27<sup>th</sup> March 2023.