

Supporting information

AHSN Network Communications & Engagement Director

Two year secondment / fixed term contract, £63,751 - £73,664 (depending on experience)

Further background and how to apply

This is predominantly a **remotely-based** role offered as either a fixed term contract, or as a secondment from the post holder's existing organisation.

The post is full time though reduced hours may be possible (the minimum requirement for this post is four days per week).

The secondment / contract may be extended subject to negotiation by both parties and the post includes a two-month break clause, which can be activated by the Network or the post holder at any time.

The post holder will be expected to use their existing equipment (or that of their host organisation).

Whilst predominantly remotely based, the role will require regular travel throughout England and depending on the post holder's location it may be possible to arrange hot-desking at the closest AHSN.

The post holder (or their host organisation if a secondment) will be able to reclaim any travel and accommodation expenses incurred, at cost.

If a secondment, the post holder's salary and remuneration will continue to be paid by the host AHSN and recharged at cost to the AHSN Network.

The post holder will be required to start the role as soon as possible, at the latest **within eight weeks** of acceptance of appointment.

If candidates are seeking a secondment, **written confirmation must be submitted with their application** confirming that their line manager / host organisation will support a two-year secondment. Applications for secondments will not be considered without this confirmation.

How to apply

The application deadline is **5pm on Friday 11 September**.

Applications will be in the form of a CV, to be submitted with a **supporting statement**.

The supporting statement should address the requirements of the job description and person specification and be no longer than four sides of A4, minimum 11 point text.

In addition to a CV and supporting statement, candidates seeking a secondment must also provide written confirmation when applying to the effect that their host organisation / line manager will support a two-year secondment.

The selection process will comprise a series of tests and a formal interview conducted virtually (interview dates to be confirmed). Shortlisted candidates will be advised of the process.

Summary of the selection and interview process:

- Applications in the form of a CV (stating current salary) and supporting statement should be emailed by 5pm on 11 September to chris.taylor@nottingham.ac.uk
- If seeking a secondment candidates must also provide written confirmation that their secondment will be supported by their host organisation and line manager.

For an informal discussion email Chris Taylor or phone 07738 151 041.