

## **Job Description**

### **Education & Training Lead**

#### **Gloucestershire Primary Care Training Hub**

Job Title:	Education & Training Lead
Hours of working	7.5 hours per week (up to 31 <sup>st</sup> March 2027)
Salary:	Band 7 Equivalent
Directorate / Locality:	Gloucestershire
Department:	Gloucestershire Primary Care Training Hub
Essential Qualifications:	<ul style="list-style-type: none"> <li>Registered healthcare professional working in general practice with current professional registration.</li> <li>Experience of delivering or supporting clinical education and training</li> <li>Provide evidence of ongoing professional knowledge</li> <li>A willingness to learn new skills to support the role.</li> </ul>
Desirable Qualifications:	<ul style="list-style-type: none"> <li>Project management qualification or equivalent</li> </ul>

### Organisational Arrangements

Accountable To:	GP Lead – Gloucestershire Primary Care Training Hub
Reports To:	Head of Primary Care Workforce Development – Gloucestershire Primary Care Training Hub
Responsible For:	Working with a range of stakeholders to support development of Education and Training programmes across all Clinical roles working within General Practice and PCN's in Gloucestershire.

*Please note that due to the funding source and employment mechanisms, monies will be transferred to your current practice (which must be within the Gloucestershire ICS) via a Memorandum of Understanding. Any offer will be made on the condition that an MOU is possible, and funds (including practice on costs) will need to be transferred within 4 weeks of conditional offer. We would strongly encourage potential applicants to have a preliminary discussion with their practice manager prior to interview to seek their agreement in principle. The Training Hub Business Manager is available to have a discussion with practice managers if this would be helpful. Unfortunately, we are unable to transfer monies via an alternative mechanism.*

### Purpose of the Role

This is an exciting opportunity for a clinician with a strong interest in Education and Training ( E & T) to support the development of a range of E & T programmes for clinicians working in general practice in Gloucestershire. The role will develop programmes (short and longer-term) in line with current clinical need, whilst anticipating and setting the groundwork for E & T requirements for clinicians as

part of Neighbourhood working. The role will focus on the multidisciplinary team, bringing E & T opportunities across the full spectrum of clinical roles.

As an experienced educator or supervisor, the programmes you develop will consider requirements across all clinical roles, noting opportunities for multi-profession E & T and economies of scale. Programmes will be developed considering their 'return on investment,' cost effectiveness and benefits to both those receiving the training and the patients they serve. Wherever possible, E & T programmes will be delivered using local 'subject matter experts' with knowledge of the staff and patient demographic across general practice in Gloucestershire. The post holder will work in line with Primary Care Training hub KPI's and will use their own, PCTH and their own knowledge to deliver programmes that will deliver the biggest impact. Programmes will be developed considering future requirements of the NHS 10-year plan, current and future ways of working, along with consideration of the unique patient demographics across Gloucestershire.

The post holder will also facilitate CPD training to Nursing and AHP roles via oversight of 3 part-time posts focusing on delivery of respiratory, cardio-renal-metabolic (CRM) and diabetes E & T.

#### Core role objectives:

- Facilitate, design, deliver, co-ordinate and/or contribute to Education and Training (E & T) events (in-person and virtual) for clinicians working in General practice/PCN's in Gloucestershire - aligned to ICB goals and PCTH KPI's.
- Work with PCTH's GP lead and Head of Primary Care Workforce development, to design and implement a fully considered and costed plan for delivery of E & T opportunities up until end March 2027\*
- Deliver E & T that enhances performance of clinical colleagues in General Practice/PCN's whilst supporting retention and improved patient experience.
- Be aware of latest E & T opportunities (local/national) and appropriateness for colleagues in General practice/PCN's, sharing as appropriate.
- Supervise and support 3 x CPD facilitator roles (each working 2hrs/week) to drive delivery of Respiratory, Cardio-renal-metabolic and Diabetes E & T opportunities.
- Undertake appropriate due diligence to ensure all E & T opportunities designed and assessed for Quality, Safety and ROI.
- Support responses to E & T queries from practice and PCN colleagues, advising of existing opportunities or using this insight to develop future offers.
- Review latest national/regional Educational Frameworks & align to proposed training opportunities as well as wider PCTH, ICB and local objectives.
- Review, design (where needed) and dissemination of new E & T resources.
- Design and implement mechanisms to understand E & T requirements whilst seeking insight from existing sources e.g. GP Staff Survey.
- Promote and facilitate multi-disciplinary learning for General Practice/PCN's.
- Monitor, assess and evaluate E & T programme delivery in line with key KPI's.
- Raising and management of risks to E & T programme delivery.

*\*Potential to extend subject to extension of Primary Care Training Hub contract.*

#### Key Working relationships

- Identify and liaise with local, national and other stakeholders e.g., training providers, to deliver E & T opportunities considering current and future need.
- Liaise with other parts of the system and clinical educationalists to discuss and develop good practice and avoid duplication.

- Establish a good working relationship with educators involved in training for General Practice/PCN's, including support of PCN education link meetings
- Manage CPD leads to deliver E & T programmes for General Practice/PCN Nursing and AHP colleagues - monitoring Quality, Safety and ROI.
- Work collaboratively with the PCTH Practice Education Facilitator (PEF).
- Reporting to Head of Primary Care Workforce Development and collaboration with PCTH GP lead to drive and report on programme delivery.

## Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Registered Healthcare Professional, likely to be a nurse, AHP or clinical pharmacist. Current registration with applicable NMC, HCPC or GPhC.</li> <li>• Provide evidence of ongoing professional CPD.</li> </ul>	<ul style="list-style-type: none"> <li>- Accredited teaching qualification or equivalent experience (e.g. educator, supervisor or mentor)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in General Practice setting.</li> <li>• Understanding of current Primary Care general and E &amp; T issues.</li> <li>• Understanding of system working and how Primary Care can lead within systems.</li> <li>• Participation in formal General Practice E &amp; T programmes.</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience of E &amp; T programme design and delivery.</li> </ul>
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> <li>• Excellent verbal/written communication skills.</li> <li>• Ability to delegate appropriately and deliver to agreed deadlines.</li> <li>• Evidence of good/collaborative working relationships with professional colleagues.</li> <li>• Knowledge of national Primary Care agenda and E &amp; T frameworks.</li> <li>• Effective decision-making, planning, organisational skills and digital literacy.</li> <li>• Ability to analyse and interpret information.</li> </ul>	<ul style="list-style-type: none"> <li>- Project Management Skills.</li> <li>- Knowledge of NHSE's Long-Term Workforce Plan</li> </ul>
Behaviours and values	<ul style="list-style-type: none"> <li>• Excellent networker and innovator.</li> <li>• Positive proactive and interested approach.</li> <li>• Enthusiastic and passionate E &amp; T advocate.</li> <li>• Flexible, adaptable and creative.</li> <li>• Ability to see development opportunities.</li> <li>• Open and honest and acts with integrity.</li> </ul>	<ul style="list-style-type: none"> <li>- Proven stakeholder engagement.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Hybrid working with visits to Shire Hall and training locations as required.</li> <li>• Own transportation required for this role with mileage paid for travel expenses outside normal base of work (i.e. Shire Hall)</li> </ul>	

## How To Apply

Informal discussions with the outgoing Clinical Chair and/or Head of Primary Care Workforce are welcomed. Please contact [glicb.pcwc@nhs.net](mailto:glicb.pcwc@nhs.net) to arrange.

To apply please complete the application form which can be accessed [here](#) (please note that a CV can be supplied to replace the sections where previous jobs etc are listed). Please submit your application form along with a brief covering letter outlining why you are applying for the role to [glicb.pcwc@nhs.net](mailto:glicb.pcwc@nhs.net)

Closing Date for Applications - 10<sup>th</sup> July 2026

Interviews Scheduled to take place - 22<sup>nd</sup> July 2026