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**Job description and person specification**

**Job title: Chief Medical Advisor**

**Reporting to: Chief Executive Officer**

**Salary: Circa £20,000**

**Hours: 1 day / 2 PAs a week (to be worked flexibly as agreed)**

**Location: Remote with occasional travel to Leeds and elsewhere**

**To apply:**

If you are interested in the opportunity, please send your CV and a covering letter to [recruitment@heartresearch.org.uk](mailto:recruitment@heartresearch.org.uk) outlining how you meet the person specification by  **Monday 12th August 2024.** **If you would like an informal discussion with Kate Bratt-Farrar (CEO) please contact nicole@heartresearch.org.uk**

**Interviews to take place in Leeds in September 2024.**

**About Heart Research UK**

Every five minutes someone dies from heart diseases in the UK, and it is likely that we will all be affected one day. At Heart Research UK we are tackling this problem head on. Our work focuses on developing lifesaving medical research to find new treatments and cures, delivering ground-breaking training and education, and helping communities to improve their heart health. We won’t stop until there are no more deaths from heart diseases.

**Our values:**

**Trustworthy** – We do what we say we will and explain why if we can’t. When people choose to give us their money, we ensure we spend it wisely on projects that are most important to those affected by heart diseases. We are clear about what we expect from our people, and we support them in work and life.

**Ambitious** – We want to bring an end to all heart diseases and on our journey, we want to help as many people as possible to live healthier and longer lives. We want to raise more so we can do more. We know that as a smaller organisation some people will stay with us for the ride while others will move on – we support the development of our teams so they can achieve their goals. We encourage new ways of doing things and know that we won’t always get it right, but we will learn from everything we do.

**Passionate** – We believe in what we are doing, no one should die from heart diseases. We are doing everything we can to help save lives. We embrace emotion! We want to support everyone – to have innovative ideas that bring change and promote growth. Our people can be confident that we have their back, and they can enjoy their time with us.

**Our people:**

We are currently a team of 44 people and growing. Since the pandemic, we have moved to a hybrid working model, with some of our team members working remotely, with occasional trips to our Leeds and Birmingham offices, and travel to events around the UK.

We look after our team and have developed a number of wellbeing initiatives to help support our staff. This includes regular wellbeing sessions which cover various themes such as sleeping well, nutrition and goal setting, as well as a range of other staff benefits.

This is an exciting time to join the charity as we work to update our strategy, building on our ambitions to make an even bigger difference to the lives of people developing or dying from heart diseases.

We are looking for someone to join our energetic, collaborative, and dedicated team. Someone who will contribute to our culture and have the drive and passion to help us achieve our ambitious goals.

**Job description**

**Purpose of the role**

Chief Medical Advisor is a new role necessary for our growing charity. You will be an integral part of our strategic leadership team, providing advice and guidance on clinical governance, medical information to the public and acting as an organisational spokesperson and ambassador as appropriate.

### Responsibilities

**Internal Advice and Assurance**

* Support the research team in the delivery and development of the research strategy.
* Advise the Health Promotion and Education team in matters of clinical governance and education.
* Advise and assure the communications function on medical communications.
* Provide reassurance to the board of trustees that medical and clinical information is accurate, up to date and communicated effectively.
* Attend and contribute to leadership and team meetings as appropriate
* Comply with Health and Safety legislation as it affects the organisation and yourself so both the organisation and the individual can discharge relevant duties
* To have an understanding of the work of the charity and keep up to date with developments in the field of heart diseases including government national health service frameworks and initiatives

**External Facing**

* Act as an organisational spokesperson on medical and clinical matters in print, broadcast and social media.
* Represent the organisation as a medical authority with supporters, peers and other stakeholders

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| Attributes | Essential | Desirable |
| Knowledge, experience and skills | Qualified medical doctor with specialism in cardiothoracic surgery or cardiology or specialist interest in cardiac care.  Recent experience working in the UK healthcare system.    Ability to work with people at all levels, including senior levels, with tact and diplomacy  Excellent communication and interpersonal skills, with the ability to engage with a wide range of internal and external audiences    Excellent organisational skills with the ability to prioritise workload to meet deadlines and coordinate multiple complex tasks | Experience in medical research  Experience in the third sector preferably in a medical charity  Understanding of research funding mechanisms, including peer review, and management of grants  Experience of public speaking  Experience of medical writing for the general public.  Experience of clinical education. |