



JOB TITLE:	Head of Medical Advisory Service (MAS)
RESPONSIBLE TO:	Medical & Research Director
CONTRACT:	2 days a week (15 hours)
SALARY:	£55,000 – £60,000 (pro rata & depending on experience)
BENEFITS:	27 days holiday pro rata, plus 4% matched pension contribution
LOCATION:	Camden, Central London (blended remote working and face to face)

The Helen Bamber Foundation is seeking to appoint an experienced GP with an established interest in health care for asylum seekers and trafficking survivors to lead our Medical Advisory Service and work with our multi-disciplinary team to support our clients.

The Helen Bamber Foundation (HBF) is a human rights charity based in London which was founded by Helen Bamber in 2005. Our specialist team of therapists, doctors and legal experts hold an international reputation for providing therapeutic care, medical consultation, legal protection and practical support to survivors of trafficking and torture.

The Medical Advisory Service (MAS) delivers comprehensive assessments of the complex medical needs of HBF clients, offering a safe space in which to advise them on these needs and co-ordination of client care with statutory services. At present, as well as the lead doctor, there are four volunteer doctors and one physiotherapist to provide clients with this specialist service. As well as carrying their own case load the appointee will manage and supervise the medical volunteers and will help with further recruitment and training of new volunteers as needed. The appointee will contribute to the training and development of other HBF staff and volunteers and will contribute to external dissemination of our work. They will work with Professor Katona, our Medical and Research Director, who is responsible for oversight of evidence-based clinical excellence across our model of care.

We hope that this will prove to be a rewarding opportunity for an experienced GP to bring additional expertise in healthcare for our community to the team and help us build our medical service to the benefit of our clients.

The Helen Bamber Foundation is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation. We particularly welcome applications from people from Minority Ethnicities.

A. DUTIES AND RESPONSIBILITIES

1. Work with Professor Cornelius Katona (Clinical and Research Director), and other colleagues to develop and implement delivery plans and new initiatives for the MAS.
2. Carry their own clinical case load alongside managing the day-to-day delivery of the Medical Advisory Service. This includes working alongside the appointments team to coordinate and allocate MAS appointments.
3. Coordinate the recruitment and training of MAS volunteer doctors and other healthcare professionals and supervise their clinical work.
4. Co-chair HBF's "Complex Case" meeting, contribute to care planning for HBF clients and be part of HBF's safeguarding advisory team and its' on call rota
5. Supervise and oversee health education sessions for clients.
6. Contribute to internal HBF training programmes for health care professionals and other members of staff as required including helping to convene HBF CPD peer group meetings
7. External teaching/training on refugee health issues as required.
8. Participate in other forms of dissemination of HBF's work including communication with media sources as required
9. Developing links with external organisations as appropriate
10. To regularly report on progress in delivery, oversee the monitoring, evaluation and audit of the Medical Advisory Service, and generate reports for the Board on a quarterly basis.
11. Input to HBF strategic and delivery plans and annual budget.
12. Input to HBF policy, advocacy and research where appropriate
13. Consider processes for engaging with clients in the development of services

B. PERSON SPECIFICATION

Essential knowledge, skills and experience:

1. MBBS MRCGP (or equivalent)
2. A strong personal commitment to the vision, activities and objectives of HBF

3. Several years of general practice experience
4. Good understanding of the range of healthcare needs present in the community with whom HBF works and of how trauma can impact health needs
5. An awareness of what represents good practice in health care provision for this community and an appreciation of the requirements of working in a cross-cultural environment
6. Strong communication skills with clients, colleagues and with external sources such as others in the sector and the media
7. An empathetic, trauma-informed manner and a commitment to collaborative working with clients and colleagues
8. Well-developed team working skills and appreciation of the value of an integrated, multi-disciplinary approach to care
9. Understanding of the requirements of good clinical governance including safeguarding.

Please note that the successful candidate will be offered the job subject to suitable references and a DBS check. This role will require disclosure of both the adult and child barring lists. If appointed, you will be required to give your consent to Asylum Aid to receive regular updates on your criminal records status throughout your employment.

HBF is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, facilities, and services to support staff from different backgrounds.

In order to apply please submit an up to date CV and a brief covering letter by **9am on Friday 31st July 2021** by outlining your relevant skills and experience, as well as how your previous experience that matches the listed responsibilities and person specification to jobs@helenbamber.org. Please state in your covering letter when you would be available to start the role.

Interviews are scheduled to be held during the week commencing **9th August 2021** and will be conducted via Zoom. For more information please contact Dr. Jane Hunt, HBF Senior Medical Advisor - jane.hunt@helenbamber.org or Dr Cornelius Katona – Medical and Research Director – cornelius@helenbamber.org