



**North & South Essex**  
Local Medical Committees

# Practice Manager Supporter Scheme

## Job Advert

Freelance Practice Manager Supporter



<https://www.primary-care.support/essex/practice-manager/mentor>

# Practice Manager Supporters Required for the Essex LMCs Practice Manager Supporters Scheme (PMSS)

Are you an experienced Practice Manager? Are you interested in sharing your knowledge and expertise, providing support to your Practice Manager colleagues? If so, why not consider applying to become a Supporter on the Essex LMC General Practice Managers Supporter Scheme (PMSS)? We need enthusiastic Practice Managers who love coaching, mentoring and supporting others in their personal development.

The scheme will, initially, run for three years. Supporters will provide ad hoc advice and support to their Practice Manager colleagues. They will support peers and offer coaching and mentoring to new and experienced Practice Managers. The role entails providing a maximum of 6 hours per month, which can be aggregated over a period of twelve months to a maximum of 72 hours at £30 per hour on a freelance basis.

The role will require excellent communication and listening skills. Candidates should have a track record of working in partnership with colleagues, with an ability to balance professionalism with an outgoing, sociable personality.

There will be an induction programme for appointed Practice Manager Supporters, who will themselves be supported throughout by the LMC Liaison Manager.

For an Application Form, Person Specification, Applicant Guidance Notes please register on the PMSS IT platform via the following link:

[www.primary-care.support/essex/practice-manager/mentor](http://www.primary-care.support/essex/practice-manager/mentor)

If you require any further information on the recruitment and selection process, please telephone the LMC office on 01245 383430 to speak to Cathy Pedder, Sarah Bell or Annette Finer.

**The closing date for receipt of applications is 5.00pm on 13th August 2021**

