**Cygnet Hospital Beckton**

**Title: Staff Support Co-ordinator**

**Reports to: Practice Development Nurse**

**Accountable to: Clinical Manager**

Purpose and summary of job:

The post holder will work closely with the Practice Development Nurse to use personal knowledge and experience to provide pastoral support and care to Support Workers and nurses whether new or old in their journey as a staff member at Cygnet Hospital Beckton.

Main duties and responsibilities:

1. To support in the recruitment processes and retention of staff through care, guidance and support.
2. To participant in recruitment days and interviewing.
3. To support new starters through the induction process and probationary period.
4. To participate in induction and with the induction booklet sign off for new starters.
5. To mentor both in groups and individually.
6. To serve as a role model and a source of trusted information.
7. To participate in Staff Rep Group
8. To offer appropriate guidance and support to staff and refer them to their line manager and/HR where appropriate.
9. To receive feedback and create action plans for areas that require improvement.
10. To help plan and action a range wide range of activities across the hospital.
11. To be inclusive and use National awareness days to guide celebrations at site and also be advocate for specific events the hospital staff want to celebrate.
12. To coordinate the staff recognition scheme
13. To provide pastoral support to the overseas nurses during their on-boarding from abroad and help arrange a smooth transition into arriving and living in the UK. This will include but not be limited to; support with living arrangements and setting this up, payment of bills and support with travel such as bus passes, support with acclimatising into the local area.

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the Hospital Manager that are within the competence of the post holder and compatible with the expectations of the post.

Name (print): ………………………………………………………………………….……

Signature: ……….…………………………………………………………………………..

Date: …………………………………………………………………………………………