Greener Practice C.I.C. Company Number 13780521
Registered address: 20 Commerce Road,
Lynch Wood, Peterborough, PE2 6LR
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Job Description for Greener Practice CIC Business Support & Network Engagement Officer

Summary

Greener Practice Community Interest Company is seeking a Business Support & Network Engagement Officer to work with our Board of Directors and our wider Network members, to assist in securing income streams, support the growth and development of our existing Network, and to promote the multi-faceted work of Greener Practice CIC across the UK.

Job Title Greener Practice CIC Business Support and Network Engagement Officer

Term: initially 6 month fixed-term contract with potential to extend to 12 months or longer by mutual agreement

Hours: 0.53 FTE (37.5 hours FT) 20 hours/ week, home-based, flexible.
Hours may be subject to change at 6 month review.
Once a year, attendance in person at a Greener Practice team away day

Employment status: Employed

Remuneration: £39,000 pro rata

Probation: one month

Mentoring: monthly reviews and mentoring for the first 3 months

Start date: 4th January 2027 (subject to satisfactory completion of relevant pre-employment checks)

Apply by: Monday 16th November 2026 by 23:59hrs

Expected interview date: 9am- 11am Wednesday 25th November 2026

About us

Greener Practice is a not-for-profit Community Interest Company (CIC). Our mission is to enable primary care to move towards environmentally sustainable and more equitable healthcare. Greener Practice's values are based on creating inclusive, supportive, respectful, honest, collaborative and creative environments to support our aims. Our vision of environmentally sustainable 'greener' healthcare is aligned to the principles of sustainable healthcare. We do this through:

1. Our website: a one-stop hub of practical resources for sustainable day-to-day primary care,
2. Our Network: connecting people through discussion forums and local groups,
3. Collaborating with a diverse range of partners.

Greener Practice started as an informal network in 2017 and registered as a CIC in 2021.

The Greener Practice Network is a function of the CIC. Our updated website was launched in July 2025. Network membership is free with sign up via the website with the option to be part of local groups, WhatsApp special interest groups (SIGs), an informal Integrated Care Board primary care leadership group and to be visible on our network map. The website has a paid platform, NetworkPLUS, comprising unique project and resource libraries which enable GP practices to achieve sustainable actions.

There are about 30 local groups around the country led by our enthusiastic and committed voluntary leaders. These Local Leads collectively form our National Leads group which meets quarterly to help steer national strategy and consists of local group leads and SIG leads.

Greener Practice has expanded significantly following the launch of the platform with increased volume and complexity in administration requirements.

This is an exciting time to join our team to help us maximise our effectiveness in embedding sustainable primary healthcare in the UK.

What are we looking for in the successful candidate?

We are looking for someone with initiative and a varied administration skill set. Alongside this, you will help to continue to support, expand and nurture relationships across the Network to sustain it for the long term whilst also promoting engagement with the website nationally, as Greener Practice's most precious asset is its Network members. Experience in identifying suitable sources of funding and assisting with the administration of submission of bids would be valuable.

Person Specifications:

Essential	Desirable
• Shares Greener Practice's aims and values • Excellent written and spoken communication skills • Excellent IT skills • Basic bookkeeping skills • Leadership experience • Excellent presentation skills • Strong ability to develop relationships and partnerships • Confidence in liaising with other networks to elevate our profile • Well organised and able to work alone using own initiative, whilst working closely with the Board of Directors • Familiarity with a range of communication channels including LinkedIn, WhatsApp and Mailerlite	• Good knowledge of the NHS and its various component parts and functions • Ability to attend and run regular, if infrequent, face to face gatherings • Experience in horizon scanning for suitable funding, assisting in administration of application submission & follow up • Previous experience in healthcare and/or environmental sustainability organisations • Willingness to attend infrequent evening meetings and webinars if required

Operational tasks:

NETWORK & MEMBERSHIP

- Troubleshoot membership issues across our online platform
- Respond to email and online queries regarding the Network
- Support payment process from organisational members
- Manage MailerLite and online channels
- Proactive in ensuring the Network as a whole is kept up to date on issues of relevance to the sector including from social media via regular WhatsApp comms/newsletter etc
- Organise regular surveys to assess what members need/want/use/can help with
- Support development of training materials, and deliver training, to members and groups enabling them to be Greener Practice "voices" and promote/support/galvanise action, engagement and more members – and generate income for the CIC

- Organise regular online educational meetings for the Greener Practice network and the broader Primary Care community
- Co-ordinate feedback from online events and gatherings to ensure it informs future support and activities

SUPPORT OF LOCAL GROUP LEADS

- Hands on support for new local groups as they develop and expand
- Organise occasional individual meetings with local group leads to establish relationships and provide space for thinking about their ongoing role
- Support communication and liaison between local leads in our national network and Board of Directors
- Co-ordinate quarterly leads meetings and occasional in person leads' gatherings

OUTREACH TO PRIMARY CARE

- Support the promotion of the membership platform across the UK
- Link with relevant local, regional and national Networks and initiatives as appropriate
- Co-ordinate and organise occasional face to face gatherings for the broader Primary Care community
- Liaise with other Networks to support others to develop materials, events, training and promotions

FINANCE

- Authorise monthly bills with Director oversight
- Production of spreadsheets for Director meetings
- First point of contact for Bookkeeper queries

GREENER PRACTICE PLACEMENTS

- Coordinate, at pre-arranged times, pre-populated emails to practices and students involved in placements at designated medical schools, and in conjunction with the bookkeeper, arrange invoicing to medical schools and payment to practices

WEBSITE

- Assist with queries, updates and maintenance

PA

- Manage Director diaries
- Attend and take minutes of key meetings as requested
- Availability on Wednesday mornings for director meetings

Other relevant tasks as appropriate.

How to apply – please submit a CV and covering letter to contact@greenerpractice.com. Closing date Monday 16th November 2026 by 23:59 hours. We encourage applicants to speak informally to one of the directors about the role before applying via contact@greenerpractice.com. **Provisional Interview date Wednesday 25th November 2026 between 9:00 and 11:00 am. Shortlisted candidates will be notified by end of business on Wednesday 18th November 2026 – please ensure you are available in case you are shortlisted.**

Appointment will be subject to satisfactory pre-employment checks, including DBS and references. The successful candidate will be expected to produce evidence of their highest qualification.