

Rural West Primary Care Network – Vacancy for a PCN Care Co-ordinator for Long Term Conditions (Diabetes)

The Rural West Primary Care Network (PCN) is seeking to recruit a second Diabetes Care Co-ordinator for Long Term Conditions (LTC), to work alongside the existing Diabetes Care Co-ordinator within our PCN's multidisciplinary healthcare team and enhance our friendly busy network of practices. The Network consists of two GP Partnerships: Tadley Medical Partnership and Watership Down Health with surgeries in Kingsclere, Overton, Oakley and Tadley, North Hampshire.

The main purpose of this role is to provide administrative support for patients across the Rural West PCN with long-term Conditions (LTC); specifically, those people with pre-Diabetes or Diabetes. This is a non-clinical role, but the successful candidate will play a key role in proactively identifying and working with this cohort of patients, their families and carers to improve the ongoing management of their condition.

The postholder will work very closely with the Clinical Leads, GPs and practice teams, making sure that patients with diabetes receive the very best care and review. It will involve ensuring patients have the opportunity for diabetes review which will enable better treatment of their diabetes. This will have a direct impact on improving long term health and wellbeing for these patients. It will directly lead to a reduction in diabetes complications such as heart attacks, strokes and amputations. This role is administrative rather than clinical, but direct patient contact will be a key element of the role.

The Diabetes Care Co-ordinator will enable people to access the services and support they require to meet their health and wellbeing needs, helping to improve people's quality of life and reduce the complications of diabetes. The postholder will work as an integral part of the PCN's multidisciplinary team (MDTs), working alongside the Diabetes teams, Social Prescribers and the Health and Wellbeing Coaches to provide an all-encompassing approach to personalised care and enable people to navigate through the health and care system. The postholder will work with a diverse range of people from different cultural and social backgrounds. The ability to work confidently and effectively in a varied and sometimes challenging environment is essential.

Applicants will need excellent administration, interpersonal and communication skills and be organised, energetic, patient and empathetic. The postholder will preferably have experience of working in a primary care setting, ideally in health, social care or other support roles including direct contact with people with pre-Diabetes/Diabetes, their families and carers in a related role. Please see the Job Description and person specification on NHS Jobs for more detail.

The post is full time (37.5 hours per week), Mondays to Fridays and is predominantly surgery based. It requires travel across the Network to the surgeries of both Partnerships, so flexibility of working and access to private transport is essential.

Please apply for this post via NHS Jobs: <https://www.jobs.nhs.uk> reference number: A2237-26-0000

The closing date for applications is **Sunday 11th January 2026** and we expect to interview on **Wednesday 21st January 2026**.

For an informal discussion of the role please email Elizabeth Allison, Rural West Primary Care Manager on elizabeth.allison6@nhs.net (Mondays and Wednesdays to Fridays)