



Londonwide LMCs
The professional voice of London general practice

Committee Liaison Executive vacancies (2 posts) at Londonwide LMCs

Londonwide Local Medical Committees is the membership organisation representing over 7,000 constituent NHS general practitioners and 1,200 practice teams in London. Londonwide LMCs provides pan-London leadership and shared committee services for its Local Medical Committees (LMCs) and members. We support GPs, their teams, and practices so that they are able to work in the best interests of their patients and local communities.

We are recruiting two Committee Liaison Executives to work as part of a team to support LMC Members and Constituents. Our office headquarters are in Euston but flexible working is supported. You will be playing an important role within the primary care team responsible for identified LMCs within a geographical area. The Primary Care Team supports LMCs in representing GPs and their practices, for example in negotiating local contractual issues and in the planning and delivery of general practice services.

This position will require you to:

- Have strong interpersonal skills at all levels, and the ability to build relationships with constituents and external stakeholders;
- Work effectively and collaboratively with stakeholders, on behalf of the LMC, for example in addressing issues impacting on the delivery of general practice services;
- Pro-actively support members and constituents, responding to enquires, and following up actions;
- Draft briefings, letters and reports;
- Write newsletters and other communications to constituents;
- Co-ordinate consultation responses;
- Provide support to projects including research, critical analysis of documents such as contracts and specifications;
- Co-ordinate the work of up to five committees ensuring that all planning and preparation is in place;
- Produce action-based meeting records which reflect discussions and decisions, monitor and follow up agreed actions;
- Build your skills and knowledge of the NHS and General Practice.

You will have strong written, verbal communication and relationship building skills with committee support experience.

[Click here to see the job description.](#)

Salary: £39,517 plus generous pension scheme and benefits.

Londonwide LMCs hold the Investors in People Silver award and offers career development and support. The package includes 25 days annual leave, flexi time and employers pension contribution of 16% of salary.

Please apply with a CV and covering letter explaining how you demonstrate the skills and experience required for the role to Marie Vassallo (marie.vassallo@lmc.org.uk). The deadline for applications will be 5pm on 9 September 2021 however the post may close earlier if there are a very high number of responses. Interviews are planned for 17 September 2021. Shortlisted candidates only will be contacted after 9 September 2020.