

LPC Engagement and Support Manager job opportunity

May 2025

About Community Pharmacy England

We are the voice of community pharmacy in England.

We champion community pharmacies across the country – representing pharmacy owners and giving them the support they need, negotiating the best deal with the Government and NHS, and influencing positive change.

We represent community pharmacy businesses of all sizes in England and are responsible for negotiating the NHS Community Pharmacy Contractual Framework (CPCF) under which all community pharmacies operate.

We work closely with everyone in the community pharmacy sector, including the network of fifty [Local Pharmaceutical Committees \(LPCs\)](#), to meet our goals and to promote the value of community pharmacy.

[Find out more about us](#)

New role available in our LPC and Pharmacy Owner Support Team

Our LPC and Pharmacy Owner Support Team is expanding, with the appointment of a new team member to work with the network of fifty LPCs across England.

A key part of the work of the team is to build and sustain effective relationships with pharmacy owners and the network of LPCs.

The team also carries out specific roles detailed in the Community Pharmacy England constitution and rules, such as running the Conference of LPC Representatives, provision of advice for LPCs, and our income (levy) collection.

At the heart of the team's work is value delivery for LPCs and pharmacy owners by working across all the teams in the organisation and with the LPCs.

The new post of LPC Engagement and Support Manager has been created to enhance the support we provide to LPCs and to further develop our important relationships to link local and national work for the benefit of pharmacy owners and their teams.

The post offers the opportunity to be part of a small, friendly and supportive team who have extensive experience of supporting LPCs in their local work to represent pharmacy owners.

1. Main responsibilities:

Key purpose: To maintain networks with pharmacy owners and LPCs, building relationships and supporting the development of all LPCs.

1. Relationships

- a. Manage LPC networking events – national conference and forums, regional in-person and online.
- b. Maintain and promote the use of email networks for LPC Chief Officers, Chairs and Treasurers.
- c. Attendance at LPC meetings to represent Community Pharmacy England and providing an LPC point of contact at Community Pharmacy England.
- d. Facilitate LPC collaboration, and collaboration between LPCs and Community Pharmacy England, creating opportunities and developing tools to assist this.

2. Support

- a. Provide guidance, briefings and resources to assist LPCs to carry out their functions.
- b. Prepare toolkits and resources for LPCs to support and monitor progress made against their objectives.
- c. Administer the Community Pharmacy England and LPC Operations Team twice monthly meetings.
- d. Maintain the LPC members' area of the Community Pharmacy England website and its hub of resources.
- e. Help LPCs to troubleshoot issues they face at a local level.

3. Development

- a. Manage a programme of training events for LPC members and staff based on identified development needs.
- b. Identify, develop and encourage the roll-out of best practice across the network of LPCs.
- c. Run LPC Member inductions and tailored introductory sessions for LPCs Chairs, Treasurers and Chief Officers.
- d. Help with the development of policies and activities undertaken by Community Pharmacy England to support and represent community pharmacy owners.
- e. Work with other teams at Community Pharmacy England to identify the requirements for additional support for pharmacy owners and provide information and resources to fill the identified gaps.

4. General

- a. Work collaboratively with colleagues across Community Pharmacy England, including advising on policy and LPC matters.
- b. Contribute to written KPI reports, reports to the Committee and to team meetings.
- c. Draft content for our website and publications, social media channels and media.
- d. Work collaboratively across the sector, particularly with LPCs and with other partner organisations.

Reports to: Director of Member and LPC Support

2. Postholder requirements

a. Education/Qualifications

- Pharmacist or pharmacy technician (desirable)
- Educated to degree level (essential)

b. Experience

We are keen to hear from applicants with a range of experience with the following all being advantageous:

- Previously worked in community pharmacies.
- Previously worked in or sat on an LPC.
- An understanding of primary care, local NHS structures and organisations.
- Working with and influencing a network of people or organisations.

c. Skills, knowledge and abilities

- Advanced oral and written communication skills, including proven writing skills.
- Well-developed interpersonal skills and the ability to develop good working relationships with a range of stakeholders.
- Flexible and responsive to changing work demands or objectives.
- Self-motivated and works well under pressure.
- Collaborative team player.
- Ability to problem solve and make decisions independently.
- Proven time management skills and the ability to prioritise workload effectively.
- Excellent organisational skills and attention to detail.
- Good numeracy and analytical skills.
- A good working knowledge of Microsoft 365 programs.

3. Role Details

- **Job title:** LPC Engagement and Support Manager.
- **Salary:** Competitive salary, dependent on experience.
- **Employment type:** Permanent, full-time position.
- **Hours per week:** Full-time position of 35 hours per week, Monday-Friday.
- **Location:** Hybrid working (remote/central London/travel in England as needed). This role is offered under hybrid working arrangements with requirements to attend/work within the office environment, or to visit LPC offices and meetings, when required to do so in accordance with the line manager's request.
- **Holiday allowance:** 25 days paid holiday plus Bank holidays.

4. Application process

Applicants should send an up-to-date CV and covering letter with 'Application for LPC Engagement and Support Manager' in the subject line of the email to

shine.brownsell@cpe.org.uk

Any questions about the role can also be directed to that email address.

Applicants must be based in and have the right to work in the UK.

Applications close at **5pm Monday 16th June 2025**.

The application process may close earlier if high volumes of applications are received.

Interviews and any written tests will be conducted either in person or via Zoom/Microsoft Teams/email.

We really appreciate your interest in this vacancy. In the event of high volume of applications, we may only contact you if you are successful in getting through to the interview stage.

Applications submitted by recruitment agencies will not be considered.

Community Pharmacy England is the operating name of
the Pharmaceutical Services Negotiating Committee.