



Administrative Support Assistant

Harlington Hospice, Michael Sobell House, Northwood

INTRODUCTION

Harlington Hospice is a community hospice working throughout the London Borough of Hillingdon. It provides services for people at the end of their lives and support families with bereavement and loss.

Since January 2020, Harlington Hospice also holds the contract for the care provided within the Michael Sobell Hospice building.

Michael Sobell Hospice Charity are fundraising to jointly finance the renewed services together with Hillingdon CCG. This is a unique partnership of 2 charities and the CCG.

WE ARE LOOKING FOR

An enthusiastic and vivacious individual who can demonstrate a wide range of administrative and clerical skills. To show initiative, dedication, and commitment along with a flexible work ethic and willingness to learn.

- Main purpose of the role:** To provide the Office Manager with administration support to achieve successful project delivery.
- Commitment required:** Flexible, one day per weekday, up to 4 hours per session.
- Reporting to:** Debbie Potter, Office Manager, Michael Sobell Hospice.
- Benefits for you:** Build and develop new skills and gain new relationships with an amazing team of staff, committed and passionate in delivering the best specialist palliative care service to patients in our care.
- Role responsibilities:**
1. Assist with project management and development of systems and processes to make this work.
 2. Interrogation/validation of patient data on electronic systems i.e., Charity Log.
 3. Support Office Manager with administrative support as required.
 4. Provide occasional cover on reception.

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Skills required:

- Microsoft applications.
- GDPR and confidentiality – training can be provided.

Attributes required:

- Attention to detail.
- Willingness to learn.
- Methodical.
- Reliable.

Training and support given:

- One to one training with office manager, and on site IT support team.
- Mandatory Training is essential and will need to be undertaken in all relevant modules.

To apply for this role:

Email volunteerhub@h4all.org.uk

Telephone 07395 282 825