

Bereavement Care

The Lodge, 64 Pinner Road
Harrow, Middlesex HA1 4HZ

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www.bereavementcareandsupport.co.uk

Job Description / Role Profile

Job Title: Administrative Assistant

Location: Based at Bereavement Care office (address above)

Duration: 1 year (fixed term contract) subject to a probationary period of 1 month

Working hours: Flexible hours (negotiated), Monday to Friday (12 – 15 hours per week)

Salary: £14 per hour

About our work at Bereavement Care

Bereavement Care is a Charitable Incorporated Organisation which provides free support to adults and children in the London Boroughs of Harrow and Hillingdon who have been affected by the death of a close friend or relative. The charity recruits and trains volunteers to provide the one-to-one support and is keen to expand its presence in some under-resourced areas in the local area. The charity currently has one part-time Executive Officer, who would benefit from support to assist with the day-to-day operation of the charity, its clients and volunteers.

Skills required:

- Good communication skills - fluent spoken and written English
- Ability to work alone and with other people
- Excellent IT skills (MS Office) – knowledge of social media, e-mails, data entry
- Able to follow instructions and remain calm
- Must be very willing to learn

Tasks include:

- Letter / Report writing
- Spreadsheets
- E-mails
- Internet research
- Answering and responding to telephone calls (including referrals from bereaved clients)
- Compiling and organising postal mail outs
- PR and Social Media
- Business Planning & Development
- Grant Applications

Skills and Experience required:

- Good time management - able to complete tasks in a specific time frame
- Well organised
- Self-motivated

Additional information:

An enhanced DBS Disclosure will be required from the successful candidate. Annual leave entitlement will be subject to calculation pro-rata, based on agreed working hours. Statutory sickness pay arrangements will be applicable.

Closing date for applications: 21 September 2025.

Interviews: Tuesday 30 September 2025.