

Part time Administrator for Children's SPLIT Charity



Job Title

Administrator SPLIT Charity

Job Summary

We need a self-motivated individual with basic office experience and excellent organisational skills to provide a link between the Charity's Trustees and users of the Children's Liver Services in Birmingham, Leeds and London. As administrator you will supply information about the Charity's work to families and young people on the ward when requested to do so by the Ward Sister or a member Liaison team.

This is part time role with a cap on the number of hours funded. The monthly fee which the Trustees of SPLIT have agreed is £100.00 for 5hrs at an hourly rate of £20.00, delivered each month. To excel in this position, you should be self-motivated and familiar with working in multi-professional teams in a health care environment.

Responsibilities and Duties

- You will seek a regular meetings the with the nurse in charge on the Liver Ward and the Liaison team in order to identify suitable families who might be in need of support, or who are looking to raise funds to help children with Liver disease. You will invite patients and parents who receive awards to complete feed back forms with compliments and or suggestions for improvement. You will support the Charity's Trustees in their duties.
- You will participate in Trustee meetings (held by Zoom or in person 4-6 times per year) and in these you will assist the Chair of the Trustees with a list of grant applications and grant awards to be reviewed at meetings of the Trustees. You will assist the Chair of Trustees and other Trustees in their roles including keeping a record of income and expenditure. You will work with the website administrator and collect mail from the PO Box to ensure that external communication with the Charity is well managed.
- You will ensure that staff and families are aware that this Charity is not funded by the NHS and therefore any donation or other support they might like to offer can be made via SPLIT – <https://splituk.org> or by email splituk@yahoo.co.uk

Qualifications and Skills

GCSEs or equivalent required (HNC or above preferred)

Flexible schedule Monday to Friday

Strong communication skills and a calm manner

DBS check completed

Two references completed

Contract

This will be for 12 months subject to satisfactory review by the Trustees after 6 months.

Because the funds for the Charity are variable, the role will normally be re-advertised every 12 months if funds exist. If more than one application is received then the Board of Trustees will make a decision based on the merits of the application form.

More information

If you want to know more please contact Dr Girish Gupte, Ms Monica Smith or Ms Lorraine O'Reilly via the SPLIT website <https://splituk.org> or by email splituk@yahoo.co.uk

Application form for a role in Split

1. Name of role being applied for	Part time Administrator for Children's SPLIT Charity
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2. Personal details			
Applicant name		Title	
Applicant's address			
Contact mobile number		Email address	

3. Current post or work			
Job title		Grade	
Name of organisation		Name of office/ward	

4. Previous posts and experience (voluntary work can be cited here as well as paid employment)		
Job title	Name of organisation	Start and end dates of employment or experience

5. Please explain your interest in this role and describe your key skills (max 250 words)

6. Academic and professional qualifications (you may include GCSE's, HNC, BTEC, A levels, diplomas and degrees)	
Name	Date obtained

7. Referees (2 required)	
Referee's name	Contact details and email
1.	
2.	