Administration Lead for CSH

5 days a week, £29,000 per annum   
Working from home and meeting up in Oxford once a month

Role

**We are looking for a detail oriented Administration Lead for our growing team. You will work within the CSH team to facilitate administration across the team in a flexible, proactive manner.**

Responsibilities (as proposed in Job Description- based on 5 days per week)

Ensuring the smooth running of the team including:

* Setting up regular team meetings
* Keeping track of staff holidays, sick leave and other
* Helping with recruitment admin including filing applications, sending replies and responding to queries
* Writing admin and HR documents
* Helping with HR including induction
* Dealing with external suppliers
* Organising office days once a month
* Preparing agendas, writing minutes for quarterly board of trustee meetings.
* Providing additional administration tasks for the CSH team as required.
* Finance, working with CSH Finance Director:
  + Preparing, sending, chasing invoices
  + Purchasing
  + Paying expenses, salaries, PAYE, looking after pension scheme
  + Preparing the monthly budget report
* Provide CSH staff with IT support, including the setting up of email addresses, email distribution lists, setting up Microsoft 365 accounts and liase with our external IT support
* Provide support for CSH events using Eventbrite, Zoom and other tools
* Working with the Director and the Programme Leads to ensure administrative processes are smooth across the organisation

Person Specification

We are looking for an organised individual who is willing to learn and work as part of a team. We are keen to work with motivated self-starters and are particularly looking for individuals with the following specifications:

Knowledge/experience

* Experience working in an administrative role
* Knowledge of the UK healthcare sector
* Familiarity with issues surrounding sustainability, climate change and health.

Education/training

* At least GCSEs in Maths and English
* Other relevant training in IT

Information technology

* Proficient in Microsoft Office applications, particularly Word and Excel
* Knowledge of Microsoft 365 and Dropbox
* Familiarity with setting up anti-virus software
* Knowledge of digital platforms, e.g. Teams, Zoom

Interpersonal

* Good at relationship building.
* Able to effectively motivate others
* Excellent verbal communication
* Able to work independently as well as part of a team
* Professional and conscientious approach to work.

Other Skills

* Excellent administrative management skills
* Good organisational and time management skills

Attributes

* Adaptable, flexible

Appointment

This is a full-time post at a salary of £29,000 per annum, plus contributory pension.

The appointment is for a permanent position, starting as soon as possible.

You will be working remotely and you should be able to come to the office at least once per month. Proximity to Oxford preferred.

How to apply

Please email a completed application form to Rachel Stancliffe at **info@sustainablehealthcare.org.uk**. Your application should detail how you fit the Person Specification. Your application will be assessed solely by how well you fit these requirements and to what extent you demonstrate your experience and/or knowledge of the tasks you will be required to complete.

Applications should be made by midnight on Sunday 14th Aug 2022. Applicants will be shortlisted and notified of interviews week commencing 15th August.

About the Centre for Sustainable Healthcare

The Centre for Sustainable Healthcare is well known for its work on sustainable healthcare in research and practice. We provide strategic input and consultancy to national and local programmes.

Our Clinical Programme is designed to mainstream sustainability within clinical areas so that it is integral to the planning of health systems and the practice of healthcare professionals. This is supported by our work in medical education and in carbon modelling of clinical care.

Our greenspace projects, especially the NHS Forest, assist organisations to improve their natural environment and reconnect their staff, patients and the wider community with their local greenspace to benefit their health.

<https://sustainablehealthcare.org.uk/>