

Administrative assistant for education

Job description and person specification

Full time, starting August 2021 (or asap thereafter)

£25,000 pa (plus contributory pension)

Working primarily remotely

Role

We are looking for an administrative assistant to support our continuing professional development courses for health professionals. You will work within the CSH education team in a flexible, proactive manner to maintain operations across our educational activities <https://sustainablehealthcare.org.uk/courses> and manage a growing portfolio of training courses.

Under the supervision of the Administrative Support Manager, you will:

- Provide administrative support for the CSH training courses
- Correspond with participants, dealing with queries and requests
- Update online content
- Set up and provide zoom support for online workshops
- Assist with marketing and promotion
- Setting up Evaluation and Project forms – using MS Forms.
- Set up and minute meetings
- Provide additional administrative tasks for the CSH team as required

Person specification

We are looking for an organized, motivated, detail-oriented self-starter with healthcare and education experience who is able to learn quickly and work both independently and as part of a team. We are particularly looking for individuals with the following specifications:

- Experience in completing a wide variety of administrative tasks to a high standard
- Strong interpersonal skills with the ability to communicate effectively in writing and verbally
- Professional and conscientious approach to work
- Experience with online learning platforms
- Excellent organisation and time management skills
- Proficient in Microsoft Office applications, particularly Word and Excel
- Facility with social media
- Interest in the aims and work of CSH

Appointment

This is a full-time post at a salary of £25,000 per annum, plus contributory pension. The appointment is for a fixed term position of one year, starting in August 2021 (or asap thereafter), with the possibility of converting to a permanent position thereafter.

You will be based remotely, but should be able to come to the office at least once a month.

How to apply

Please email a cover letter and CV to Patricia Atkinson at Info@sustainablehealthcare.org.uk. Your cover letter 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 7 July 2021

Interviews will take place on 5 and 6 August 2021

For any questions please contact info@sustainablehealthcare.org.uk

About the Centre for Sustainable Healthcare

The Centre for Sustainable Healthcare provides research, training and strategic input to national and local health programmes. Our Sustainability School offers training courses to help the health workforce integrate sustainable practices into the planning of health systems and their clinical practice. Our green space projects, including the NHS Forest, assist organisations to improve their natural environment and reconnect staff, patients and the wider community with their local greenspace to benefit their health.