

**BARNSLEY HOSPICE NEEDS YOU!**

**Temporary PA to the CEO/Chief Nurse (12 month contract)**

**£10.50 per hour**

**Full time 37.5 hours per week**

Would you like to become part of the Barnsley Hospice Team? We are looking for an individual to temporarily work as PA to our CEO/Chief Nurse.

This post is a temporary post for twelve months and will provide additional administrative support to the Executive Leadership Team and CEO/CN.

We are looking for an individual with a professional demeanour, who enjoys working with other people and who takes pride in doing a job well. You must be able to complete administrative work to a high standard. The postholder will need to work Monday to Friday with some flexibility about start and finish times available/to be agreed.

It is important that interested candidates possess good IT skills, including electronic meeting systems, are able to produce reports and documents to a high standard and you must have a desire and ability to be a high performing team member.

You can expect to receive support and a friendly working environment and opportunities to grow and develop your skills and abilities.

We offer free staff parking, canteen and other benefits which will be discussed at interview.

If you would like to apply for the position please send your CV and covering letter to humanresources@barnsley-hospice.org

A DBS check is required for the above role.

Closing date: 28th January 2022

Interview date:2nd February 2022