



Business Support Officer Band 3- Agenda for Change 37 ½ hrs per week (Job Share Considered)

Are you considering a new challenge?

**Looking for a role that will allow you to progress in different areas and cultivate new skills?
Would you like to work for an organisation in which 100% of staff strongly agreed or agreed
they are proud to work for?**

JOIN A DYNAMIC AND INNOVATIVE ORGANISATION

**Leading, enabling, helping and supporting people and organisations to improve end of life
experience and care for all**

***EoLP are able to maintain membership of the NHS Pension Scheme for existing members and
operate a Stakeholder Pension Scheme for non-members***

The End of Life Partnership (EoLP) is a charity organisation whose mission is to educate, innovate and collaborate so that people are empowered to care with confidence and compassion at end of life. We are looking for a Business Support Officer to join our team who shares our organisational values. These are:

- **Compassionate**- *“We will demonstrate kindness, consideration and thoughtfulness to others and all those we work with”*
- **Confident** - *“We have the courage to take risk and believe that change is possible”*
- **Honest** - *“We will act with integrity and fairness in all that we do”*
- **Positive**- *“We have the enthusiasm and energy to solve seemingly unsolvable problems and the creativity to implement innovative solutions”*
- **Professional** - *“We uphold high standards of job performance, ethical behaviour and accept personal accountability for our own acts and omissions”*

At EoLP we work closely with partners and providers of palliative and end of life care to promote the palliative care approach and facilitate the development of best practice and education across a broad spectrum of care settings to enhance the experience of end of life.

You will have the opportunity to be part of a visionary team and work in an environment, which supports and values individuals. You will play a key role in supporting the work of EoLP. You will be part of an organisation that works collaboratively with partners across geographic and professional boundaries, across multiple care settings and communities – transforming end of life experience and care.

The EoLP's main office base is near Crewe, Cheshire with additional teaching and office bases in other locations across Cheshire.

The EoLP is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, marital status, religion or belief.

Business Support Officer

The role:

To work within the Business Support Services Team (BST), providing a wide range of administrative and support tasks, necessary to facilitate the smooth running of EoLP and its various work programmes. The role will involve the postholder working a combination of from home and from EoLP's office (Hybrid Working), in line with the needs of the business.

The role will:

- Provide comprehensive administrative support to EoLP's work programme teams and the Head of Business Support Services
- Take responsibility for the development, implementation, booking, co-ordinating and setting up of events for the programmes, as required
- Respond sensitively, confidentially and courteously to all enquiries, ensuring responses are prompt and appropriate
- Attend meetings and produce action notes/minutes as required
- Undertake accurate data entry and presentation of information using appropriate technology for evaluation purposes
- Maintain EoLP's stock of office consumables, including stationery/perishables and processing of invoices to finance department
- Undertake general housekeeping tasks to ensure organisational activities run smoothly e.g. set up and clear up of rooms, stock replenishment etc

About you:

You will:

- Have at least two years recent experience working within a busy office environment providing administrative support to multiple users
- Principles of administration and business –equivalent to NVQ/NQF level 2 or above or willingness to complete
- Clait level 2/ECDL – NVQ/OCR in IT Use level 2 or above or willingness to complete
- Be competent in use of a range of Microsoft Office applications (to include; Outlook, Word, Excel, Access and Powerpoint)
- Have excellent interpersonal and communication skills
- Have excellent time management and organisational skills
- Have a willingness to use initiative and be flexible and adaptable
- Have excellent customer service skills

Salary scale:

Band 3- AFC –£20,330-£21,777 pa WTE

Hours: 37 ½ hours per week (Job share considered)

Closing date: 11th May 2022

Interview date: Week Commencing the 23rd May 2022

Carl Taylor (Head of Business Support Team and IT Manager) and Catherine Morgan-Jones (Head of Service and Practice Development) will be available to discuss the position informally with prospective candidates. You are most welcome to arrange an informal telephone call. Please contact Carl or Catherine on **01270 310260** to arrange a mutually convenient time for a discussion.

Please note that if you have not heard from us within 2 weeks of the closing date please accept that on this occasion your application has been unsuccessful

The End of Life Partnership,
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