



Nightingale House Hospice
Hospis Tŷr Eos

Part Time – Permanent Administration Assistant

18 Hours per week

Salary: £23,907 - £24,982 (FTE) depending on experience

Pro rata salary £11,475.36 - £11,991.36

About Nightingale House Hospice

We are an ambitious organisation providing specialist palliative care services, completely free-of-charge, to patients and their families across a wide area stretching from Wrexham, Flintshire, and East Denbighshire to Barmouth and the border towns including Oswestry and Whitchurch. It costs £5.6m per year to run the Hospice, with only 20% of our funding provided by the government. We are reliant on the support of the community we serve to donate and fundraise to maintain our vital services. Over 400 volunteers give their time to the Hospice helping us run efficiently and effectively as part of the local community. This year Nightingale House Hospice is celebrating 30 years of providing compassionate care and strive to see this continue for future generations.

We are looking for Administration Assistant to join our team on a permanent basis. The role will support the Operations Team to uphold excellent standards and processes across the organisation. **Are you that person?**

The role will be based at the Hospice, and the ideal candidate will have Administration experience with strong organisation and communication skills.

Key Responsibilities

- To provide administration support to the Operations Department.
- To provide administrative support in developing and reviewing policies, procedures and other governing documents, supporting the delivery of effective governance practice.
- To coordinate the accident and incident process, ensuring all documentation is on file.
- To coordinate data breach incident reports, working closely with the Hospice's appointed Data Protection Officer.
- To be an administrator of the Hospice's e-Learning platform.
- To coordinate meetings and take accurate minutes with action plans, where required.
- To be confident and competent with excellent organisational skills to ensure workload is prioritised and deadlines are achieved.

In return Nightingale House offers:

- A positive and friendly working environment.
- The opportunity to make a real difference.
- Excellent training and development opportunities for those that want them.
- Generous holiday allowance that increases with length of service.
- Staff lunch Menu (Hospice based positions only).
- Employee Assistance Programme.
- Retail Discount Scheme.
- Staff Discount in Caffi Cwtch

Up for the challenge? Here is your chance for a new and exciting career!

For further information about this post and details on how to apply, please view our website on www.nightingalehouse.co.uk or contact HR at; hr@nightingalehouse.co.uk

Closing Date: 24th September 2025

Interview Date: Tuesday 30th September 2025

Nightingale House Hospice is committed to providing equal opportunities in employment.
Registered Charity No: 1035600