



Administration Officer

We are delighted to be recruiting a part-time permanent administration officer to work across Healthwatch Bristol, North Somerset and South Gloucestershire. Healthwatch is an independent organisation which amplifies the public and service-user voice to improve and shape health and social care services. We are a small, friendly, and fast-moving charity who have held the contract since 2013 in North Somerset and have been contracted across Bristol, North Somerset and South Gloucestershire (BNSSG) since 2019.

You will be part of a team whose work is to listen to and represent the voices of people from all walks of life, including minority groups, to help shape services to meet the needs of our diverse populations. Our team across the three Healthwatch areas work on strategic planning, engagement, research, communications, and volunteer coordination. We are a key statutory conduit between the public who use health and social care services, and commissioners and providers of those services. We also provide scrutiny and monitoring of service provision, and liaise with councils, regulators and policy leaders. Our charity has an active Board of Directors and benefits from national support from Healthwatch England with training and branding.

As the Administration Officer you will be a team player, a problem-solver and supportive to the staff team and the charity directors at and between monthly meetings such as Board Meetings, Prioritisation Panels, and AGMs. The work will be office based and offer a real opportunity to really make a difference for local people. Your role will support the organisation to carry out its statutory duties and inform commissioning decisions for NHS and Social Care services across the BNSSG.

How to Apply

Please send your completed application form and equality monitoring form to Vicky@healthwatchbnssg.co.uk

Deadline for applications: 5pm on Friday 9th July 2021

We plan to interview successful job candidates face-to-face in North Somerset in mid-July 2021. Applicants will be interviewed by a small panel made up of the Area Manager and Directors.

Downloads

[Administration Officer - Job Description and Person Specification](#)

[Monitoring Form](#)

[Application Form \(no CVs please\)](#)