

Assistant House Manager

Acorn House and Chestnut House, Cambridge

Hours: Part-time posts of 16 to 25 hours per week

We are looking for two exceptional people to join our Cambridge team. There is some flexibility regarding working days together with start and finish times for the right candidates.

The Sick Children's Trust runs free 'Home from Home' accommodation for families with seriously ill children in hospital. We are looking for a part-time Assistant House Manager who is hardworking and has excellent people skills to join our team supporting families at The Rosie Maternity Hospital and Addenbrooke's Hospital in Cambridge.

This is a very varied role. Duties include: welcoming families, preparing rooms for families and carrying out light domestic work, liaising with ward staff, daily administration tasks, and fundraising activities.

You will ideally have experience of working in a care or social environment and office experience which has given you a good grounding in producing correspondence, written and figure work. You would need to be happy to work as part of a team but also with minimal supervision. It is paramount that you have strong interpersonal skills, and able to communicate clearly and assertively, but also able to maintain sensitivity and respect at all times.

Enhanced DBS check required.

To apply please send your CV and a covering letter setting out why you are suitable for the role, to:

Abigail Abdel-aal, House Manager.

Email: abigail@sickchildrenstrust.org and cc to sandra.peckham@sickchildrenstrust.org

Closing Date: Wednesday 22 July 2018

Shortlisted candidates will be contacted within 2 weeks of the closing date.

Applications will be considered on receipt so potential candidates are encouraged to apply early.