

Assistant House Managers (full-time or part-time considered)

Acorn House and Chestnut House, Cambridge CB2 0QQ

Hours: 15 to 35 per week. Between 8.30am – 4.30pm Monday to Friday

Have you lots of empathy and are ready to tackle whatever the day brings?

The Sick Children's Trust is the charity that gives families with a seriously ill child in hospital a comfortable place to stay and a friendly ear to listen in one of our ten 'Homes from Home'. Hospital can be a lonely and scary place for anyone, but especially a child. By providing families with somewhere to stay together just minutes from their child they have one less thing to worry about.

We support over 3,500 families each year at a time when everything is uncertain. We give them some stability in their day-to-day life.

We are looking for exceptional and committed individuals to join our team supporting families at Addenbrooke's Hospital and The Rosie Maternity Hospital, Cambridge.

There is some flexibility regarding working days together with start and finish times for the right candidate.

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 domestic, care or social environment and possess office administration, literacy, numeracy and IT skills to ensure you are confident in producing basic correspondence, inputting on spreadsheets 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 are able to communicate clearly and assertively, but are 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:

Carole Buckton, Human Resources Manager. Email: recruitment@sickchildrenstrust.org

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

We reserve the right to close the advert early.