



Yorkshire & Humber AHSN, in support of the National Wound Care Strategy Programme, require a

**Programme Administrator**

**(Full time 37.5 hours per week- fixed term to August 2022)**

to provide dedicated administration support to this highly successful programme.

The Administrator, reporting to NWCSP Director and YHAHSN Corporate Services Manager, will provide a range of administration support, involving working closely with NWCSP team, Board members and other stakeholders. You will be expected to undertake a wide variety of tasks including communicating with stakeholders, assisting with the planning of current and new projects, organising and supporting events, taking minutes and the preparation of key documents.

Excellent written and verbal communication skills, the ability to effectively plan and organise your workload and the initiative to resolve issues in an appropriate manner will be key to this post. Some operational administration experience is essential, but a flexible, supportive and motivated attitude is more important to enable you to play a significant role in a proactive and delivery focused organisation.

The postholder, who will be employed by Yorkshire & Humber AHSN, will be based in Yorkshire (head office in Wakefield, West Yorkshire, plus home working) but will be expected to occasionally \*travel to London and Manchester to attend meetings and take minutes.

This is a fixed-term, full-time post with a salary of £19,737 to £21,892 depending on experience.

For further information on the work we do visit <https://www.ahsnnetwork.com/about-academic-health-science-networks/national-programmes-priorities/national-wound-care-strategy-programme>. If you would like a discussion about the role before applying please contact Frances Shaw, Administrator, NWCSP at [frances.shaw@yhahsn.com](mailto:frances.shaw@yhahsn.com)

For further details on the job role including job description and person specification please contact [frances.shaw@yhahsn.com](mailto:frances.shaw@yhahsn.com). Application, via **CV and covering letter**, explaining why you are interested in the role, should be sent by email to [frances.shaw@yhahsn.com](mailto:frances.shaw@yhahsn.com) no later than the closing date of  
**Tuesday 08.09.2020 at 3pm.**

**\*Due to COVID-19, external meetings have recently taken place online and this will be reviewed on an ongoing basis.**