



*Nurturing the spiritual heart of
healthcare*

WholeCare

Rowheath Pavilion, Heath Road,
Birmingham, B30 1HH
www.wholecare.org.uk
info@wholecare.org.uk

WHOLECARE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Hours:	8 hours per week
Period:	12 months
Compensation	£15 per hour
Responsible to:	WholeCare Manager
Location:	Remote working, may include some travel for meetings and events
Liaises with:	WholeCare Administrator & Database Controller, WholeCare Manager, WholeCare CEO, WholeCare Chaplains

WholeCare exists to nurture the spiritual heart of healthcare. We are passionate about the kind of healthcare that treats the whole person, recognising that physical, spiritual and psychological needs are all interconnected. Our mission is to foster excellence in whole person care through Chaplaincy, improving health outcomes and supporting the wellbeing of both patients and staff across healthcare settings. (www.wholecare.org.uk).

Job Summary:

WholeCare is seeking a part-time Administrative Assistant to provide essential administrative support, particularly involving the use of Microsoft SharePoint, PowerApps and Power BI. As a vital member of our team, you will play a key role in helping us further our mission and ensure the smooth running of daily operations. This is an excellent opportunity for someone who is passionate about developing Chaplaincy in healthcare settings while utilising administrative skills in a flexible, part-time role.

The ideal candidate will be a proactive, detail-oriented individual who is able to manage multiple tasks, communicate effectively, and maintain confidentiality. This role requires strong IT and organisational skills and the ability to work independently in order to support a growing team in delivering whole person care through healthcare Chaplaincy services.

Key Responsibilities:

▪ **Database Support:**

- Input and update data into the WholeCare database, ensuring all records are up-to-date and accurate.
- Support the WholeCare Administrator & Database Controller in maintaining the WholeCare database to ensure it continues to meet the needs of the organisation.
- Produce Power BI reports for healthcare providers.
- Provide support to database users and ensure guidance notes remain current and up-to-date.

▪ **General Administrative Support:**

- Respond to emails and handle general enquiries
- Assist with scheduling meetings & events, preparing agendas, and taking minutes during team meetings.
- Assist in preparing documents, presentations, reports and other materials required for meetings and events.
- Assist with WholeCare website and social media updates as needed.
- Assist with the organisation and administration of fundraising initiatives and funding bids.
- Maintain accurate records of donations and donor information.
- Communicate with donors and volunteers to acknowledge contributions and provide updates on programs and initiatives.
- Assist with other administrative duties as needed to support WholeCare's operations.

▪ **Other Requirements:**

- To comply with WholeCare policies and procedures.
- To follow good practice and to respect the privacy of the personal information stored within the WholeCare database.
- To be willing to undertake new responsibilities and learn new skills should the need arise.
- To be respectful of the values and culture by which WholeCare operates.

Person Specification:

Skills

Essential Desirable

Excellent IT skills, proficient with Microsoft 365, and the ability to learn new platforms where needed.	x	
Strong organisational skills and the ability to prioritise appropriately with high attention to detail.	x	
Ability to communicate effectively.	x	
Self-motivation and the ability to work independently and efficiently.	x	
Ability to handle sensitive information in an appropriate manner.	x	

Experience

Previous administrative experience, particularly within the charitable sector.		x
Experience of MS SharePoint, PowerApps and Power BI.		x
Experience of WordPress website software.		x

Knowledge

An understanding of healthcare Chaplaincy, particularly within primary healthcare, and how it helps to improve the health and wellbeing of patients.		x
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Values

Flexibility and an adaptable approach to work.	x	
Commitment to personal and professional development.	x	
High standards of personal integrity and honesty.	x	
Passionate about supporting WholeCare's mission and working in a charitable environment.	x	

Other

Access to own computer where WholeCare-related information can be accessed confidentially and securely.	x	
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