



Vacancy for Governance Assistant

Hours:	Full-time position
Salary:	Up to £20,000 per annum/pro rata
Contract:	Permanent
Location:	Vocare Southwest London - Norbiton

Vocare Ltd, trading as Vocare South West London are recruiting for a Governance Assistant for their Service situated in Norbiton.

The Governance Assistant will provide administrative support to the Operations Manager and Clinical Service Manager within the Engagement & Governance Team, and to Vocare as a whole when necessary.

Ideal candidates will have a NVQ Level 2 in a work related subject or significant experience in Administration, IT skills using Microsoft Office applications and the ability to demonstrate patient confidentiality. You will work well to deadlines and have the ability to understand organization policies and procedures.

In return, we can offer a competitive salary, an excellent working environment, flexible working hours and being part of a supportive and innovative team with scope for progression.

Vocare are operational 24 hours a day, 7 days a week, 365 days a year and the working of various shift patterns to include weekends and public holidays will be required within this role.

Closing Date: 02/02/2018

We encourage you to apply as soon as possible, as once sufficient applications have been received we may decide to close the advert early.

For further information about this role or to apply please visit our website at

www.vocare.org.uk

Or call/email us on 0300 013 4885 or at VocareRecruitment@vocare.nhs.uk

Please assume you have been unsuccessful with your application if you have not heard back from us within 2 weeks of the closing date.

Please note the salary ranges above are based on a 37.5 hour week and detail the lowest you can earn and the highest you can earn depending on the amount of unsocial hours you actually work.

All successful applicants will be subject to a Disclosure & Barring Service check.

Vocare Group recognise the diversity of the communities in which we operate and demonstrate this through the service we provide when dealing with patients, their family and carers.