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## Vacancy for Despatchers

<b>Hours:</b>	Part-Time hours ( <b>Weekends only</b> )
<b>Salary:</b>	From £8.86 Per Hour (Enhancements for overnights & Bank Holidays)
<b>Contract:</b>	Fixed Term contract (8 Months)
<b>Location:</b>	Vocare North East – Vocare House, Newcastle upon Tyne

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Vocare Ltd, trading as Vocare North East are recruiting for Despatcher for their GP Out of Hours Service situated in Vocare House, Newcastle upon Tyne.

Vocare North East GP Out of Hours contract wish to appoint a Despatcher to support the safe and smooth running of our Health Centres. We are an organisation that is dedicated to providing the highest possible, patient orientated care, using local doctors and support workers.

The Despatchers perform a critical role, ensuring all activities required supporting our service delivery either within our business environment, in the community or whilst working with partner services are delivered to quality and time. We are looking for Despatchers to be positive and friendly, whilst being professional always to our patients, other professionals and external healthcare providers who may contact us either in person or by telephone.

As the contract is an out of hours service, the hours available are on Weekends, so our preferred candidates will be those who are comfortable working these shift patterns. Our preferred candidates will be able to work well under pressure and have a flexible approach.

Please ensure you can commit to these shifts before applying:

**Saturday:** 07:45 – 16:00

**Sunday:** 07:45 – 16:00

Our ideal candidate will be computer literate; have proven relevant work experience and the ability to demonstrate patient confidentiality, be able to work well in a team and independently.

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: 19<sup>th</sup> January 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](http://www.vocare.org.uk)**

**Or call/email us on 0300 013 4885 or at [vocareRecruitment@vocare.nhs.uk](mailto: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.*



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Vocare Limited