



### **Programme Administrator Vacancy**

Devon Training Hub are looking for an enthusiastic, positive and highly motivated Programme Administrator to join their committed team on a permanent contract, working 37.5 hours per week. The vacancy has arisen due to the internal promotion of the previous incumbent. If you are looking for a role to allow you to develop your career working in a great team then look no further! The salary for the role is in line with the National Living Wage.

The post holder will provide a comprehensive administrative service to the Training Hub team, customers and suppliers with a particular focus on the administration of the Nurse Preceptorship Programme as well as dealing with all incoming email correspondence and telephone calls, as per the published Job Description also attached to this advert.

The workload will be varied and will require you to demonstrate excellent communication skills when liaising with multi-disciplinary staff, other team members and our suppliers. Applicants will be well organised and be able to work methodically and accurately. An ability to use your own judgement, resourcefulness, common sense & local knowledge to respond to enquiries is essential.

The role can be office based out of our office on Plymouth Science Park in Plymouth or working flexibly from home as the situation requires.

If you have a positive, "can-do" flexible attitude and are passionate about providing high levels of customer care, then we very much look forward to receiving your application.

Please see the attached Job Description for further details. If you would like to discuss the role in more detail, please contact Roland Gude via email at [roland.gude@nhs.net](mailto:roland.gude@nhs.net).

Application should be via a submission of your CV and a cover letter explaining why you feel that you are a suitable candidate for the role. Please submit your application to [andy.smallshaw@nhs.net](mailto:andy.smallshaw@nhs.net).

The closing date for applications is close of business on **Sunday 18<sup>th</sup> September** – late applications will not be accepted.