 



**Job Description**

**JOB TITLE:** Macmillan Support Administrator

**GRADE:** 2 - Pay up to £19,020 plus 6% pension (pro rata for part time)

**HOURS**: 14 hours per week

**CONTRACT TYPE:** 12 months fixed term

**REPORTS TO:** Macmillan Support Coordinators

**ACCOUNTABLE TO:** Cancer Support Yorkshire Executive Director

*This is a unique and exciting opportunity to become part of the Macmillan and Cancer Support Yorkshire team in collaboration with Bradford Teaching Hospitals NHS Foundation Trust (BTHFT) and work on the innovative “Living With and Beyond Cancer” programme pilot. You will provide administrative support to the Support Coordinators.*

*The post holder will be based at Cancer Support Yorkshire, Daisy House Farm, 44 Smith Lane, Bradford BD9 6DA.*

**KEY JOB RESPONSIBILITIES**

**Primary Role**

* To provide administrative support to the Macmillan Support Coordinators
* To be proficient in IT and Excel spread sheets; input data and prepare statistics and reports.
* To liaise with Health Professionals and other external agencies.

● Re-stock Information Hubs in CSY and BTHFT sites

* Prepare leaflets and information for distribution at events to raise awareness of Cancer Support Yorkshire and its services as directed by the Coordinators.
* Update information on Social Media under the supervision of the Support Coordinator
* To work under the instruction of the Support Coordinators to effectively deliver all work in a timely manner, and produce work which meets and /or exceeds their quality requirements.
* Keep the staff diary up to date on behalf of the team
* Organise meetings when requested by the Support Coordinators
* Meet and greet clients
* To provide a first point of contact answering telephone enquiries, taking and relaying messages in a polite and helpful manner
* Maintain confidentiality at all times.
* To undertake duties which may be allocated as and when needed by the Support Coordinators

**Professional:**

1. To work in line with Macmillan, Cancer Support Yorkshire and BTHFT policies. To ensure confidentiality and comply with the terms of the Data Protection Act at all times. Information concerning Macmillan, Cancer Support Yorkshire and BTHFT’s clients/patients and staff must be treated as strictly confidential at all times and you may not divulge it to any other person except with the authority of the Operational Lead. Such authority may only be given when it is in the client or staff members’ interest and is necessary for business continuity. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal

2. To be aware of Cancer Support Yorkshire, Macmillan and BTHFT policies and guidelines and ensure all these are adhered to.

3. To encourage teamwork by performing duties within the team as and when required.

4. To maintain behaviour in keeping with a member of the professional team and to co-operate with and gain an understanding of the professional roles of others.

6. To make use of all training and development opportunities.

**General Administration**

1. To work under the supervision of the Support Coordinator and CSY team to deliver a high quality service.
2. Support the Coordinators to ensure Macmillan and other leaflets of appropriate information is available in the Cancer Support Yorkshire and Macmillan Information Hub and across hospital sites.
3. To work with limited supervision.
4. To prioritise the workload in order to meet tight deadlines

**Health and safety**

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

• take reasonable care of themselves and for others at work

• to co-operate with the Trust as far as is necessary to enable them to carry out their legal duty

• not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.