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**HAMMERSMITH AND FULHAM SAVE OUR NHS**

**CLERICAL/ADMINISTATION (Part/Time Post)**

**About Hammersmith & Fulham Save Our NHS**

Hammersmith & Fulham Save Our NHS (H&FSON) is a campaigning organisation set up by residents in the London Borough of Hammersmith and Fulham, initially to campaign against the downgrading/closure of Hammersmith and Charing Cross Hospitals. Since Charing Cross Hospital has now been saved, H&FSON now campaigns against cuts and privatisation in local community, primary and secondary NHS services and works with other campaign groups in NW London and nationally to protect the NHS as a publicly funded and publicly provided health service free at the point of delivery.

**Job Title: Clerical/Administrative Worker (Part/time, minimum 8 Hrs per week)**

**Purpose**

The primary function of the post is to ensure that clerical, and where appropriate administrative, support for the work of Hammersmith &Fulham Save Our NHS is provided.

**Pay:** £15.50 per hour plus any travel expenses

**Hours:** minimum 8 hours per week for 6 months initially. Depending on experience, we may be able to extend these hours or length of contract, if mutually agreeable.

**Reporting to:** H&FSON Secretary

This post is for a self-employed person working principally from their own home. You will need to have internet access to fulfil the post.

**Application deadline: 25th September 2019**

**Interviews to be held in 1st week of October**

**HOW TO APPLY**

Our application process is quite straightforward. Just write to us with your reasons for applying, addressing the post and person specs and include your CV. Send you app, enclose your CV and submit to SCXH&H@gmail.com by the deadline.

If you have any questions about the role or are worried about applying, please email as above with your queries.

Our website is currently being reconstructed but more details can be provided by contacting us at SCXH&H@gmail.com (attention: Merril Hammer)

**Job Description**

**Duties & Responsibilities**

The most important elements of that work are:

1. The management of mailing lists of supporters is a key role. This will include updating, maintaining lists, ensuring GDPR compliance and support with weekly and monthly news e-letters.
2. Sharing in the administration of the website – probably to include editing non-policy content and general maintenance. It is expected that the new website will be a Wordpress site.
3. Helping in the administration of meetings including the AGM. This will include circulating agendas and minutes; event promotion and any other material.
4. Attendance, where possible, at officers meetings (monthly). Exceptionally, attendance at general meetings may be requested.
5. The appointee will work in close collaboration with the Secretary as line manager, and with the H&FSON Chair.
6. Other tasks required for the efficient organisation of H&FSON

**Person Specification**

**About You**

You will ideally have good interpersonal skills and be able to communicate effectively by email, on the phone and in person.

We are looking for a dedicated, friendly and helpful personality who copes with stress particularly when the officers are themselves volunteers and may not always be immediately available.

You may sometimes be asked to work against tight deadlines and must be able to be responsive and flexible. You will be able to work autonomously and flexibly.

You may not have prior knowledge of NHS campaigning or of the previous Save Our Hospitals: Hammersmith and Charing Cross campaign, but you must be sympathetic and supportive to the aims and objectives of H&FSON.

**KEY SKILLS AND EXPERIENCE**

***Essential***

* Strong IT skills, notably Microsoft Office and sound knowledge of email systems.
* You must have good keyboard and internet/social media skills
* Ability to learn new website-based systems
* Effective prioritising of tasks and effective communication skills
* An understanding of the importance of Data protection and GDPR requirements
* A strong commitment to principles of Equalities & Diversity

***Preferred/Optional***

* Some prior experience of working in the voluntary sector or campaign organisation
* Prior knowledge of and experience with website administration would be helpful – but you should have an aptitude to acquire skills in these areas
* Familiarity with a major newsletter programme such as Mailchimp is desirably

**Hammersmith & Fulham Save Our NHS**

**Further Information**

H&FSON is a campaigning organisation set up by residents of the London Borough of Hammersmith and Fulham. It was initially set up in 2012 as Save Our Hospitals: Hammersmith and Charing Cross in order to: campaign against the closure and downgrading of hospital services in west London, and in particular to oppose the closure of the Accident and Emergency Departments at Hammersmith and Charing Cross Hospitals and the closure or dispersal of all specialist and in-patient services at Charing Cross, and to protect local community and primary health services.

In April this year plans to downgrade Charing Cross Hospital were withdrawn together with the Shaping a Healthier Future Programme.

*Full name of organisation:* Hammersmith and Fulham Save Our NHS

*Aims and objectives:* To campaign against cuts and privatisation in local community, primary and secondary NHS services and to work with other campaign groups in NW London and nationally to protect the NHS as a publicly funded and publicly provided health service free at the point of delivery.

*How these aims will be achieved:* We will raise public awareness and support by petitioning, street stalls, public meetings, marches and rallies, websites and e-newsletters, direct mail and other methods. We will lobby and meet decision makers at local and central government level, including ministers, department of health and NHS officials. We will commission and enlist professional support and advice. We will work with other organisations working to save NHS services.

Membership of Hammersmith and Fulham Save Our NHS is open to anyone who supports the aims of the organisation.