

DESIGNABILITY
Wizzybug Loan Scheme Admin Assistant
NHS BAND 4 £19,409 - £22,683 pro rata

22.5 hours per week

Designability is a design and development organisation working to improve the quality of life of people with disabilities and healthcare problems. A team of professional design engineers and support staff work closely with healthcare professionals, disabled people and other end-users. Designability is an independent registered charity maintained by charitable donations, sales of products and research grants and is based at the Royal United Hospital, Bath.

<http://www.designability.org.uk>

JOB DESCRIPTION

JOB TITLE: Wizzybug Loan Scheme Admin Assistant

GRADE: NHS Band 4

HOURS: 22.5 hours / week (flexible working available)

DEPARTMENT: Designability

RESPONSIBLE TO: Early Years Programme Manager

MAIN DUTIES AND RESPONSIBILITIES

Job Summary / Main Purpose:

To provide administrative support for the Wizzybug loan scheme.
To carry out any other duties commensurate with the role.

Principal Duties and Responsibilities

Supporting Wizzybug team with Wizzybug loan scheme administration to include:

- a. Raising assessment documentation
- b. Acceptance to scheme letters and emails
- c. Processing end of loan paperwork
- d. Allocation of restricted funding to loan scheme assets
- e. Communication with families regarding choice of handover base and booking handover appointments
- f. Arranging returns of Wizzybugs at the end of the loan
- g. Updating CRM and filing paperwork
- h. Generating reports from CRM
- i. Liaison with regional handover base(s)
- j. Managing administration relating to accessories
- k. Ensuring Wizzybug data collection and storage is compliant to regulations
- l. General scheme administration as required

The post holder should adhere to DESIGNABILITY and University of Bath policies and procedures.

PROFESSIONAL DEVELOPMENT

There will be opportunities to apply for training course places and attend conferences if considered appropriate and proportional to development of skills relevant to work role

CONFIDENTIALITY

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed procedures are carried out to maintain a safe environment for all.

EQUAL OPPORTUNITIES

The organisation has an equal opportunities policy and it is the responsibility of all staff to comply with the policy.

PERSON SPECIFICATION

JOB TITLE: Wizzybug Loan Scheme Administrator

GRADE: Band 4

DEPARTMENT: Designability

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & training	5 GCSE's including Mathematics and English	
Knowledge & Experience	A suitable level of experience of administrative and clerical work Working within a multidisciplinary team environment Ability to communicate with a wide range of people, including health professionals, academics, members of the public	Familiarity with Microsoft Dynamics, or other CRM
Specific skills	Strong communication and interpersonal skills Demonstrates effective organizational skills Good IT skills Ability to deal with confidential and sensitive issues Ability to work under pressure	Ability to sort, collate and interpret complex information
Physical Skills & Effort Emotional Effort	Demonstrates ability to organize and progress own workload within a team setting	
Post exempted under the Rehabilitation of Offenders Act 1974	As this post involves regular contact with vulnerable children and families, applicants for this post will be required to undergo an Enhanced Disclosure and Barring Service check before the appointment can be confirmed.	

Last updated: 5th December 2017