

## **Part-time Data Processor / Admin. Assistant (negotiable 2/3 days per week)**

Due to continued growth and development at The Toby Henderson Trust, we are currently looking to recruit an experienced Data Processor / Admin Assistant to join our busy team on a part time basis.

You will be taking on the day-to-day oversight and input of all “patient information”, providing timely support to our Head of Performance Management. You will need to be highly organised and have a strong attention to detail and be competent in all aspects of data input and the EXCEL system.

Applications are invited from those who are qualified to A Level standard (with data experience) or **suitably qualified by experience**.

In terms of commitment, this role will be a part time 52 week, permanent contract and hours can be negotiated over 2 / 3 days.

The salary will be dependent upon experience and qualifications up to £12.54 per hour. However, TTHT prides itself upon being a flexible employer; so please note that both remuneration and commitment (augmented hours) can be negotiated. As always, it is of paramount importance to us that we find the right person to join our very special Team Toby.

This job role will be subject to an enhanced DBS, the cost of which will be met by The Toby Henderson Trust.

A full job description and person specification can be requested, and applications can be made by forwarding your CV and a statement of interest by emailing our CEO, [lesley.henderson@ttht.co.uk](mailto:lesley.henderson@ttht.co.uk)

**Applications will close at 4pm, Monday 2nd December 2024**



Address: Toby House, Earth Balance,

Bedlington, Northumberland, NE22 7AD

Website: [www.ttht.co.uk](http://www.ttht.co.uk)

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