



Nightingale House Hospice
Hospis Tŷ'r Eos

Executive Assistant

Permanent – 25 Hours per week

Nightingale House Hospice

Salary £22,000 (£33,000 FTE)

About Nightingale House Hospice

We are an ambitious organisation providing specialist palliative care services, completely free-of-charge, to patients and their families across a wide area stretching from Wrexham, Flintshire, and East Denbighshire to Barmouth and the border towns including Oswestry and Whitchurch. It costs £5.6m per year to run the Hospice, with only 20% of our funding provided by the government. We are reliant on the support of the community we serve to donate and fundraise to maintain our vital services. Over 400 volunteers give their time to the Hospice helping us run efficiently and effectively as part of the local community. This year Nightingale House Hospice is celebrating 30 years of providing compassionate care and strive to see this continue for future generations.

About the Role:

We are looking for a highly skilled and proactive Executive Assistant to support our Chief Executive Officer and Board of Trustees. This is an exciting opportunity for an experienced professional with exceptional organisational skills, keen attention to detail, and a commitment to handling sensitive information with discretion.

As the Executive Assistant, you will play a key role, providing confidential and efficient administrative support. Your responsibilities will include coordinating Board and Committee meetings, preparing meeting papers, and accurately recording minutes to support effective governance.

You will also provide dedicated Executive Assistant support to the Chief Executive, assisting with various projects, workstreams, and day-to-day operations.

The role will be involved in all areas of the organisation and will be based at Nightingale House Hospice.

Responsibilities:

- Provide highly confidential administrative support for all Trustee meetings, including drafting agendas, compiling and distributing meeting papers, accurately recording minutes, and ensuring follow-up actions are completed.
- Offer dedicated administrative support to the Chair of the Board of Trustees.

- Deliver efficient and confidential Executive Assistant support to the Chief Executive Officer, managing schedules, coordinating meetings and visits, and handling general secretarial tasks.
- Develop and maintain effective office systems, including data management and filing, using SharePoint.
- Demonstrate confidence, competence, and excellent organisational and communication skills to effectively prioritise tasks and meet deadlines.

We are looking for someone with the experience and skills to fulfill the above in a friendly and approachable manner to provide an exceptional service to the team and ultimately enhance the support services that enable patient care at Nightingale House Hospice.

In return Nightingale House offers:

A positive and friendly working environment

The opportunity to make a real difference

Excellent training and development opportunities for those that want them

Generous holiday allowance

Staff lunch Menu

Employee Assistance Programme

Retail Discount Scheme

Staff Discount in Caffi Cwtch

Closing Date: Tuesday 25th March 2025

Interview Date: Thursday 27th March 2025

Please email your CV to hr@nightingalehouse.co.uk

Nightingale House Hospice is committed to providing equal opportunities in employment.
Registered Charity No: 1035600