

## **Charity Administrator for UHCW Charity**

Can you help University Hospitals Coventry and Warwickshire Charity raise vital funds across Coventry and Warwickshire?

We are searching for an organised and outgoing Charity Administrator looking for a fresh challenge and able to support our exciting programme of growth over the next few years so that we can help more patients, their families and our staff to benefit from our funds.

Reporting to the Head of Charity, the post holder will be the first point of call to the Charity and will play a key role in the implementation of our fundraising strategy to increase funds for the vital work of our hospitals and our community services.

This is an exciting time to join our small but focused team with ample opportunities to make your mark and play a key role in developing our systems to support our donors and our staff across Coventry and Warwickshire.

If you have a passion for detail, this is an exciting opportunity for you to build on your administrative experience and truly make your mark in this rapidly expanding charity.

Due to the large geographical area covered by this role, the successful applicant will need to be able to travel independently throughout the area.

**To apply**, please send your CV and letter of application to [jo.osullivan@uhcw.nhs.uk](mailto:jo.osullivan@uhcw.nhs.uk) by the closing date of February 14<sup>th</sup> 2019