

<b>JOB TITLE:</b>	Programme Assistant (Maternity Cover)
<b>BASE:</b>	40% of your time to be spent at the Charity Hub, John Radcliffe Hospital, Headley Way, Oxford, OX3 9DU with travel to other hospitals in the Oxford University Hospitals Foundation Trust and the charity offices (OX3 8SB), with the remaining time from home
<b>SALARY RANGE:</b>	£27,450 - £29,000 FTE (pro-rata'd for part-time)
<b>CONTRACT:</b>	Thirteen Months Fixed Term (May 2026 – June 2027)
<b>HOURS:</b>	Up to 30 hours per week by agreement, worked across our operating hours - Monday to Friday 8am-5pm
<b>REPORTS TO:</b>	Head of Programmes

Oxford Hospitals Charity is seeking an enthusiastic, collaborative and organised candidate to join Oxford Hospitals Charity and make a real difference to patients and staff of the Oxford University Hospitals NHS Foundation Trust.

An excellent communicator, you will enjoy working proactively 'out and about' across the hospitals meeting clinical staff and supporting them in identifying potential funding needs, working with them in applying for funding and evaluating their impact. Your energy and enthusiasm, along with your excellent planning and communication skills will enable you to coordinate a wide range of applications and projects as part of the Programme Team.

You will work closely with the wider charity team to develop and enhance new systems and processes to ensure all aspects of the programme are captured. Whilst experience in a Charity or NHS environment is desirable, we are open to candidates from other backgrounds with transferrable skills and an excellent record of relationship management.

Join our small but impactful team and play a pivotal role in our mission to enhance the hospital environment, procure vital equipment that significantly improves patient care, and contribute to groundbreaking research, staff development, and training.

 [charity@ouh.nhs.uk](mailto:charity@ouh.nhs.uk)

 Oxford Hospitals Charity

 01865 743444

 @OxHospCharity

**Oxford Hospitals Charity**

The Wood Centre for Innovation,  
Quarry Road, Oxford, OX3 8SB

[www.hospitalcharity.co.uk](http://www.hospitalcharity.co.uk)

## Key Responsibilities

### Applications for funding

- Support OUH Trust staff in applying for charitable funding, including coordinating requests for funding on a weekly and monthly basis.
- Process, monitor and track applications for funding, ensuring records are regularly updated to provide reports to ensure charity and donors are kept informed.
- Prepare monthly funding round up report to share with the wider charity team.
- Work with the wider charity team on improving systems and processes to better capture and process grant requests

### Monitoring and Measuring our Impact

- Work closely with the Media and Communications team to ensure suitable charity branding for approved projects to ensure ongoing visibility of the charity. This will include capturing impact stories for use in social media and other publications.
- Work closely with the Corporate Fundraising team to provide regular programme updates on new and existing areas for funding.
- In conjunction with Head of Programme, capture and track expenditure plans for legacies, including working closely with the legacy officer and communications to provide updates to support effective legacy marketing
- Support the Hospital Engagement Team by working from the Charity Hub

### Programme Reporting and Database

- Contribute to the administration and ongoing development of grant management systems including generating regular reports for use by the charity team.
- Provide timely tracking reports to ensure funding requests and projects are captured and monitored effectively
- Any other duties as required to ensure the smooth running of Oxford Hospitals Charity commensurate with the role.

### Personal Attributes

- Proud to represent Oxford Hospitals Charity within the community, maintaining high standards of professionalism at all times.

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# Making a difference across our hospitals



- Enjoy modelling our charity values – respect, ambition, collaboration and openness, in all aspects of their work.
- Happy to work flexibly across the team, providing support where needed.
- Confident working in a sensitive environment, maintaining confidentiality at all times
- Willing to visit all hospitals sites as part of the role

Any other duties as reasonably required.

The closing date for this role is Wednesday 6<sup>th</sup> May and any interested candidates should apply by sharing their CV and a covering letter detailing why they are suitable, to Eleanor Jones, Head of People at Oxford Hospitals Charity – [eleanor.jones@ouh.nhs.uk](mailto:eleanor.jones@ouh.nhs.uk)

Applications will be considered as they are received so early application is encouraged.

We request no contact from agencies please.

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## The Ideal Candidate

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### Will have:

- Strong interpersonal skills, enabling confident engagement with a diverse range of stakeholders.
- Demonstrated ability to work flexibly and calmly under pressure.
- Strong ability to work independently and collaboratively as part of a team, effectively managing a broad workload.
- Proficiency in handling a busy schedule with multiple demands on time.
- Proven track record in delivering excellent customer care within a similar setting.
- Basic financial administration skills, to receive and process donations.
- Proven IT skills including a good working knowledge of Microsoft Office and experience of working with databases.
- NHS or charity experience is desirable.
- Experience of working with volunteers also desirable.
- Willingness to work across multiple sites.

### Will be:

- Pragmatic, adaptable, and action-oriented, with a talent for analysing operational issues and seizing opportunities.
- An excellent relationship builder, with demonstrable experience in a customer facing role.
- Comfortable with regular manual handling to ensure the delivery of hospital engagement programmes.
- Proud to represent Oxford Hospitals Charity, maintaining high standards of professionalism at all times and enjoy modelling our charity values – respect, ambition, collaboration, and openness, in all aspects of their work.
- Happy to work flexibly across the team, providing support where needed.
- Confident working in a sensitive environment, maintaining confidentiality at all times.
- Able to travel to different hospital sites to meet with and support the team.

## We offer the following benefits:

27 days paid holiday per year, rising to 29 days after 5 years and 33 days after 10 years, plus 8 Bank Holidays (pro-rata'd for part-time employees)

Pension scheme with an employer contribution up to 7%

- Paid Sick Leave
- Cycle to Work scheme - saving up to 39% on the cost of new bikes.
- Interest Free Season Ticket loans (train/bus travel only)
- Employee Assistance Programme

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