



Badger Group

Executive Officer

Location: Birmingham

Hours: 25 to 37.5 hours per week; Monday to Friday.

3 Years Fixed Term Contract

Salary dependent on experience: £22,000 - £25,000 pro-rata per annum, plus NHS pension

Exciting opportunities has arisen at Badger Group which is a social enterprise that works with key stakeholders including NHS Trusts, local authorities, local Councillors & MPs and GPs to deliver best patient care.

You don't need NHS nor clinical experience but have highly developed organisational and time management skills as well as excellent interpersonal and communication skills. You are someone who can show initiative and a willingness to learn and a person who is self-sufficient, proactive and adaptable, a good communicator and valued team member. You are highly motivated to excel in your role, providing a comprehensive and effective administration service.

The key aspects of the roles will be: to support and work Directors/senior staff on different projects, undertake research and draft reports, letters, take notes and follow up actions, develop and maintain databases, liaise with stakeholders including NHS Trusts, local authorities, local Councillors & MPs and GPs, organise events and meetings, manage sensitive information for the leadership team, provide day-to-day administration of the office, as well as any other activities requested by the Directors/senior staff.

If you would like to apply to join our dynamic team please download the Job Description and Person Specification for this role from our website www.badger-group.com and submit your Curriculum Vitae (CV) and Supporting Information (maximum 3 pages) which outlines why you meet the essential skills required for the job. It is a good idea to look at the 'essential' skills and knowledge in the Person Specification. Send your CV and Supporting Information to recruitment@badger.nhs.uk. Informal enquiries should be addressed to Anna Shiels on 0121 766 2150.

Closing Date: Completed CVs and Supporting Information must be submitted by 9.00 am, Thursday 20th April 2023

Badger strictly adheres to Working Time Directive.