



Welcome!

Welcome to the NCL Careers Service Newsletter!

The Careers Service is here to help our vaccination staff and volunteers find permanent careers in the NHS and Social Care.

We have lots of events and information sessions planned, so do keep an eye out for communications from us.

COMING UP...

Tuesday 10th May	11am - 3pm	Onsite Careers Hub at Bidborough House —meet and chat with our Careers Advisor! We will be located in Booth one. Register your place here .
Friday 13th May	9:30am - 10:00am	Remote Application Workshop (register here!) Join our Careers Advisors for advice on how to improve you NHS application and you'll also have the opportunity to ask them questions about your own application.
Friday 13th May	10:00 - 10:30am	Remote Interview Workshop (register here!) Join our Careers Advisors for interview tips and example questions, and the opportunity to ask them questions about how to prepare for an interview.

Current Opportunities

[UCLH Leadership and Management Training Scheme **JOB OF THE WEEK**](#)

Employer: University College London Hospitals NHS Foundation Trust

Closing date: 15/05/2022

We are seeking top class leaders of the future with the potential to make a difference. You'll be ambitious and have a drive to succeed. We ask for at least a 2:2 degree in any subject, and applications are welcome from those with clinical and non-clinical and non-NHS backgrounds. There is no age limit but a hunger to improve services and a commitment to the NHS is essential.

[Business Support Officer](#)

Employer: NHS England and NHS Improvement

Salary: £25,655 - £31,534 per annum

Closing date: 15/05/2022

[Band 5 Recruitment Team Leader](#)

Employer: Imperial College Healthcare NHS Trust

Salary: £30,786 - £37,841 inclusive

Closing date: 11/05/2022

[Assistant Service Manager](#)

Employer: Guy's and St Thomas' NHS Foundation Trust

Salary: £30,786 - £37,841 per annum inclusive

Closing date: 13/05/2022

[Critical Care Medicines Support Worker](#)

Employer: Barts Health NHS Trust

Salary: £24,228 - £25,675 per annum inc

Closing date: 11/05/2022

[Band 4 Therapy Support Worker](#)

Employer: Health Education England

Salary: £26,447 - £28,780 per annum inclusive of HCAS

Closing date: 13/05/2022

[Deputy Manager – Outreach and Supported Living](#)

Employer: Centre404

Salary: £23,780.64 per annum

Closing date: ASAP. Please email recruitment@centre404.org.uk

if interested

[Marketing Officer](#)

Employer: Tavistock and Portman NHS Foundation Trust

Salary: £30,786 - £37,841 per annum inclusive of HCAs

Closing date: 08/05/2022

[Study Coordinator - Research & Development](#)

Employer: Moorfields Eye Hospital NHS Foundation Trust

Salary: £30,786 - £37,841 per annum inclusive of HCAs

Closing date: 10/05/2022

[Band 5 Digital Communications Officer](#)

Employer: Royal Free London NHS Foundation Trust

Salary: £30,786 - £37,841 per annum inclusive of HCAs

Closing date: 17/05/2022

[Primary Care Commissioning Support Manager](#)

Employer: NHS North East London Clinical Commissioning Group

Salary: £38,768 - £46,124 per annum inc HCA

Closing date: 17/05/2022

[Procurement Support Officer](#)

Employer: NHS England and NHS Improvement

Salary: £32,306 - £39,027 per annum

Closing date: 12/05/2022

[ECG Technician](#)

Employer: University College London Hospitals NHS Trust

Salary: £22,549 - £24,882 per annum inclusive

Closing date: 13/05/2022

Still interested in joining the UCLH bank? It's not too late! Email us on nlphc.careersadvice@nhs.net for details

Contact us nlphc.careersadvice@nhs.net or [07929 669790](tel:07929669790)

[If you have received a survey from us please complete this as soon as possible!](#)





Apprenticeship Opportunities

[Employee Relations Officer - CIPD 3 Apprenticeship](#)

Employer: Moorfields Eye Hospital NHS Foundation Trust
Closing date: 11/05/2022

[Healthcare Support Worker Apprenticeship \(August 2022 Cohort\)](#)

Employer: Great Ormond Street Hospital for Children NHS Foundation Trust
Closing date: 15/05/2022

[Apprentice Project Officer](#)

Employer: NHS England and NHS Improvement
Closing date: 15/05/2022

[Pharmacy Assistant/Pharmacy Apprentice](#)

Employer: Lewisham and Greenwich NHS Trust
Closing date: 09/05/2022

[Apprentice Nursing Associate](#)

Employer: Improving Health Limited
Closing date: 17/05/2022

[Associate Practitioner Apprentice](#)

Employer: InHealth Ltd
Closing date: This job advert will close as soon as sufficient applications have been received. Please apply for this job as soon as you can, if interested.

**** APPRENTICESHIP OF THE WEEK ****



are looking for an **Environmental and Waste Apprentice** to work on a 18 month Fixed Term contract with a **Salary of £23,154!**

This role will provide important assistance **and administrative support** to some key initiatives for the department.

The post holder will provide support to clinical and non-clinical group sustainability projects on a UCLH-wide basis, including providing administration support to the Waste Manager and to deal with all enquiries via phone or e-mail in a professional and proactive manner, escalating issues where these cannot be resolved.

- **VERY IMPORTANT INFORMATION** – UNLESS CLAIMANT CAN PROVIDE PROOF OF GCSEs (or equivalent) in Maths and English at grades A-C/4-9 (**CERTIFICATE NOT SLIP**) **THEY WILL NOT BE ELIGIBLE TO APPLY!**
- Must not hold a qualification in the same subject higher than a level 2
- Must also be willing to work towards the **Improvement Technician qualification at Level 3**
- Claimants will be supported with their application if required– please note there is no upper age limit

Closing date for booking sheet – 10 May 2022. Please contact Patsy Ossei if interested: 07770 314621

BOOK REMOTE APPOINTMENTS WITH OUR CAREERS ADVISOR



Book a Careers Advice session with....

[Moneeba](#)



Book a Careers Advice session with....

[Fay](#)

Book an appt or find her in booth one at Bidborough House on Tuesdays. These booking links are updated weekly - if there is no availability, check back soon.

Spotlight on..

Alex Owusu, Administration Coordinator

Can you tell us a little about what you were doing pre pandemic?

Prior to joining the NCL Vaccination Programme, I was working as a night concierge in a luxury residential building in London.

Why did you decide to work on the Vaccination programme and how was the experience?

I decided to work on the vaccination programme due to my passion for healthcare. I've always wanted to work in the NHS but every Bank Partner I had contacted to register with required a minimum of six months experience. Unfortunately, I didn't have this at the time but I came across the COVID – 19 vaccinator job advertisement online which required no experience– I thought this would be a great opportunity to make my dream of working with the NHS come true, so I took my chance.

The experience I've gained from the vaccination programme has been priceless. It really improved my human relation and communication skills as I met people from all walks of life and there were times I had to adjust to communicate effectively. The programme also gave me the experience of working in a very fast paced environment as there were days we vaccinated over a thousand patients. My teamwork capabilities were improved too as I worked in a multi-disciplinary team comprising of doctors, nurses, admins, vaccinators etc to ensure daily targets were met.

Tell us a little about what your current role involves?

I had the opportunity to work in a temporary role with the gynaecology department of UCLH as an Administration Coordinator under staff bank after the vaccination programme. Permanent positions in my department were advertised a few weeks after joining which I applied to– I was successfully placed after the interview stage.

My current role involves a range of admin tasks. This includes coordinating admin involving the care of patients, receiving and registering referrals on hospital information systems, booking and rescheduling appointments for patients., managing and answering telephone calls related to the service, receiving and responding to e-mail queries, providing patients with information about appointments or non-clinical advice and guidance regarding their care, making agenda, taking minutes and updating action trackers for MDT meetings, hosting and taking part in meetings.

How helpful was the careers service in securing a role?

I booked for careers session a few days before my interview where I was ran through interview tips and other related items which proved to be very helpful in me making a good account of myself at the interview. Thanks to Moneeba!

What has been your favourite thing about working in the NHS so far?

My favourite thing about working in the NHS so far has been the unlimited avenues for growth in the service.

