



Job Description

Job title: Medical Advisor – Part time (22.5hrs)

Location: Hatfield

Responsible to: Senior Medical Advisor

Salary: c£20,000 per annum

PURPOSE

The charity is looking for a nurse based in Hatfield to promote our service in the surrounding area. The position is part time (three days / 22.5 hours per week).

Key duties

To assess applications for a Special Day and confirm eligibility as per medical criteria

To work closely with and advise the Special Day Team in order to ensure the recipients medical needs are met on their Special day.

To establish contacts with key medical professionals and establishments in line with the Foundation's growth maintaining ongoing relationships.

To identify Health professionals unaware of our service targeting them with information about the charity in turn referring their patients to us.

To attend relevant regional and national Conferences for promotional purposes.

To attend regular meetings at head office.

To work across all departments within the Willow Foundation advising on medical matters.

To undertake training in order to keep up to date with the changing requirements of the role.

To undertake other duties as may be required.

PERSON SPECIFICATION

	Essential	Desirable
Experience and knowledge <i>This may be gained from employment, voluntary work or leisure activities</i>	<ul style="list-style-type: none"> Registered Nurse with at least 2 years experience in cancer or palliative care Proficiency in Microsoft Office 2007 - to include Word, Excel and Powerpoint 	Experience of working in charity sector
Skills and abilities	<ul style="list-style-type: none"> Excellent written and verbal communications skills Highly organised Able to manage workloads and conflicting priorities Confident and clear telephone manner Good attention to detail Good level of numeracy 	Good working knowledge of a database
Personal qualities	<ul style="list-style-type: none"> Team player Self motivated with an ability to work independently Flexible approach to work (able to respond to different challenges) Enthusiastic personality and to enjoy being part of a busy and lively team Full UK Driving License 	Interest in the news, what's happening in the wider world eg medical, sport, current affairs, etc
Circumstances	<ul style="list-style-type: none"> Able to work 9am-5pm Able to work occasional irregular hours (at busy periods or to attend events) 	

Applications by CV with a supporting letter by 1st March 2010 by email to simone.martin@willowfoundation.org.uk or by post to Simone Martin, HR Manager, Willow Foundation, Willow House, 18 Salisbury Square, Hatfield, Hertfordshire AL9 5BE.

In return we offer a good remuneration package, 25 days holiday and a contributory pension scheme.

All vacancies will require some work flexibility, including some evenings and weekends.