

Clerical Assistant

Join us at Vista

Thomas Pocklington Trust (TPT) and RNIB are collaborating with charities in the sight loss sector to create new opportunities for blind and partially sighted people to find employment through the Get Set Progress Internship programme. Vista is delighted to be offering an internship as part of the Get set Progress scheme.

Vista is a local sight loss organisation operating in Leicester, Leicestershire, and Rutland with services in all areas of sight loss, for people of all ages and backgrounds. We work together with blind and partially sighted people to reduce the gap of inequality between people with sight loss and those without.

Our Values

We care about people. Challenging unfairness and inequality, we recognise and value people as individuals.

We are not afraid to change. Passionate and creative in our work, we are ambitious in our expectations of ourselves and others.

We listen and learn. We are driven by the needs, ideas and experiences of the people we support, learning from them and from each other.

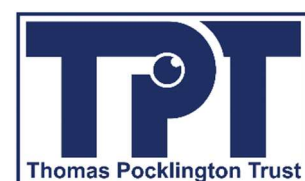
We are open and honest. Together we seek feedback, grow ideas and make a difference. We do what we say we are going to do.

We work best as a team. Everyone's contribution to our work is valued. We support each other to achieve our best and hold each other to account.

We are proud of Vista. We measure the quality and impact of our work, demonstrating best practice. Each of us is an ambassador.

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What are the benefits of a Get Set Progress internship for me?

As part of your 9 month internship you will gain the following:

- obtain valuable work experience within the charity sector
- Training opportunities
- A mentor offering support, advice and guidance throughout
- help deliver positive changes for people with sight loss

As part of the GSP Internship programme, you will also be enrolled onto the TPT **Employment Programme**, where you will gain employment support, guidance and advice from their Employment Team, skills obtainable are:

- CV writing
- Job searching
- Cover letter and speculative letter writing
- Application form writing
- Interview techniques

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Job description

Role: Clerical Assistant (Older People's Home)

Department: Residential

Reporting to: Louise Worth

Location: Katherine Rutland Home, Leicester LE3 3PF

Salary: Based on [Living Wage Foundation](#) rates

Contract type: Fixed Term 9 months, full time 36 hours per week

Job purpose: To provide clerical support to the Homes Clerical Assistant and senior staff team.

Key areas of responsibility

- 1) To provide a variety of clerical support to the Homes Clerical Assistant and senior staff team.
- 2) To service delegated meetings.
- 3) To carry out research.
- 4) Clerical support for service users.
- 5) Direct point of contact for families, healthcare professionals, and members of the public.
- 6) Maintain petty cash and comfort funds, when delegated.
- 7) Service users' safe custody keeping and support finance audit as required.
- 8) Ordering stationery and equipment.
- 9) Maintain homes data, service user files, staff files, Vista database.
- 10) To respect the confidential nature of information received.
- 11) Plays a key part in liaising with care partners.

Person specification

The successful applicant will possess the following skills:

Essential criteria

- Lived experience of sight loss
- GCSE (or equivalent) in English Language & Maths (Grade C or above).
- IT experience, including MS Office applications and email/internet.
- Experience of being part of a team working for a shared purpose
- Excellent verbal and written communication skills.
- Ability to use own initiative.
- Adaptable and reliable.
- Excellent interpersonal and networking skills
- Awareness of confidentiality

- Commitment to equal opportunities, and Vista's Statement of Culture, Values and Core Principles.
- Proactive approach to work (planning, setting deadlines).

*This post has a Genuine Occupational Requirement that the successful applicant be a blind or partially sighted person in line with The Equality Act 2010.

What to do next

To apply for a job, please fill out the online application form, or you can download the form to complete offline. For an alternative format, please contact our Recruitment Team at recruitment@vistablind.org.uk or call 0116 249 8864.

Closing date: 31st October 2022

About Vista

Vista is a great place to work; our staff are experienced, caring and passionate about what they do, and in return we provide a fantastic working environment in which staff can flourish. If you join our team you will make a real difference to the lives of local people with sight loss.

The safety of the people we support always comes first, so some of our vacancies will require you to complete a Disclosure and Barring Service (DBS) check.

In line with current government guidance, we encourage everyone who works in our care settings to be fully vaccinated against Covid-19 unless clinically exempt.

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