



These roles are ideal for beginning on your NHS journey. Non-clinical positions mean you're not directly diagnosing or treating patients but supporting the clinical staff and their department, hospital, clinic or GP surgery. From receptionists and medical secretaries to porters and drivers, there are a huge number of roles you may already be qualified for – or require minimal training to get you job-ready.

Project Support Worker

Type of Role: Administrative and clerical

A job that you would do in an office rather than on a ward.

Experience Level: Experienced

We expect you to have four to five GCSEs (or equivalent) or to be able to show us that you have some experience supporting projects through clerical work. There may be an opportunity to gain these qualifications and experience through an apprenticeship.

Would you like to be paid to help us...

make applying for jobs in the NHS accessible, showing how anyone can have a valuable career within the NHS, letting underserved communities know what jobs are available, what they should do to successfully apply, and how we can help and support them in achieving this.

Key areas:

By supporting upcoming projects, including an Online Employability Matchmaker and a total redesign of NHS job descriptions to make them clearer and more accessible.



By researching, taking relevant notes and writing about jobs, learning opportunities and apprenticeships and how successful they have been in making the NHS a more inclusive employer.



By writing, rewriting or redesigning job descriptions, instructions and information for the Online Employability Matchmaker, so that they are simple, clear and easy to understand.



By speaking with other departments within the NHS to help persuade them to adopt new and fairer ways of recruiting people, and listening out for new ideas and to new voices.



Your transferable skills:

Can you tell us about a time when you...

- met and stuck to a deadline? For example, school assignments, getting back to customers when you said you would, or even errands you've had to run in your personal life.
- put together a group plan with a deadline, showing people what you will be doing, what you expect from them and when? For example, at work, at school or for a personal event.
- worked towards supporting a project? (It's ok if you haven't.)

Can you tell us about a time when you...

- used numbers or statistics as evidence and how you checked that they were correct? For example, at work, at school or college, or during an online debate.
- had to write down the important parts of what someone was talking about, for example taking notes at school, or at a work conference.

Can you tell us about a time when you...

- wrote something that lots of people needed to see and understand? For example, at work, for a school or college project, or an advert for something you were selling.
- spoke to a large group of people, or a number of individuals, in a way that made them understand what was going on and to feel more comfortable? (It's ok if you haven't.)

Can you tell us about a time when you...

- were right to make your voice heard? for example, selling something to someone or getting a group of people to accept a new idea at work, school or college.
- faced a problem and had to listen to lots of different ideas about how best to solve it? What did you do to ensure that everyone was heard and respected, and what was the outcome?

What's next?

Contact us at:
www.hereiamswl.co.uk

Once you feel you're ready to find a job, check out 'Information on work experience' to explore the many opportunities available in South West London. However, if you feel you need more help check out 'Information on employability' to get insights into how to improve your skills.