

Administrative Assistant

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| Job Title: | Administrative Assistant |
| Organization: | MAGIC Evidence Ecosystem Foundation |
| Location: | Remote |
| Reports to: | CEO |
| Work pattern: | 50% FTE (18.75 hrs / week), with hours spread over 3-5 days per week. |

1. About the MAGIC Evidence Ecosystem Foundation

MAGIC is a non-profit dedicated to improving patient care globally by transforming how clinical practice and other guidance is developed, disseminated and used in practice. Through tools like the MAGICapp, MAGIC enables faster, more transparent creation and updating of clinical practice guidelines, ensuring that healthcare decisions are consistently informed by the best available evidence. MAGIC fosters collaboration among researchers, clinicians, and policymakers to bridge the gap between evidence and patient care and improve health outcomes worldwide.

2. Position Summary

The Administrative Assistant will provide operational support to the CEO, the Chair, and other team members to ensure the smooth running of administrative functions at MAGIC, such as scheduling meetings, booking travel and organising digital filing.

By keeping operations running smoothly, this role directly enables the team to focus on its mission of improving patient care worldwide.

3. Key Responsibilities

Ensure general administration of MAGIC is efficient and well organised

- Diary management support to the CEO and Chair of the Board.
- Manage scheduling of Board meetings.
- Support team members with travel bookings.
- Ensure documents are stored appropriately and are well organised.
- Undertake minute taking where required.
- Administer social media accounts, e.g. scheduling and sending agreed content.
- Support GDPR compliant data protection processes.
- MAGIC is a small team, so flexibility and willingness to help out on varied tasks is important.

Make the administration of our consultancy work efficient

- Maintain accurate systems for tracking hours spent on consultancy projects.
- Produce first draft reports for time spent on projects.
- Undertake scheduling required to meet consultancy commitments.

Support the administration of our research projects and our Rapid Recommendations guideline program.

- Undertake scheduling required, e.g. research meetings, guideline development group meetings, and Rapid Recs panel meets.
- Manage timesheet processes for EU research projects
- Manage conflict of interest form collection processes for guideline projects and similar tasks.

4. Qualifications

Required Experience

- Proven experience in similar administrative roles, ideally in non-profit setting
- Experience of supporting senior leadership
- Experience working in a remote or international team

Skills and Competencies

Required

- Excellent organisation skills
- Strong command of MS Office based systems, especially outlook and sharepoint
- Excellent communication and interpersonal skills, with the ability to engage effectively with individuals at all levels of seniority
- Good attention to detail
- Self-starter with a proactive and positive approach to work
- Excellent level of English

Desirable

- Experience in healthcare, research, or an academic environment.
- Experience in using AI tools to improve administration.

5. What we can offer you

- We are offering a salary of £32,000 which will be paid pro rata (i.e. for the 50% role this will be £16,000 per year).
- You will be employed through our EOR provider, and will receive pension contributions of 4% from the employer.
- We offer 25 days paid leave per year (pro rata), so you will have 12.5 days of paid leave in addition to public holidays.
- Flexible working, allowing you to agree a pattern of hours that suits you.

Please note, this salary and range of benefits is based on a UK employee. If you wish to apply for this job and would be based in another country, please contact us for details specific to your country, which may vary.