



Administrative Assistant

Job Pack - May 2024





“We’re getting to grips with guts. Will you join us?”

Dear Applicant,

I am delighted you’re interested in this important role at Guts UK Charity. We’ve tried to give a good picture of where we are as an organisation and the kind of person we are looking for as we continue to build our team.

If you are wondering why you might not have heard of the charity before, that’s because we changed to this punchy name only in 2018. Whilst we had a superb track record in funding medical research into our guts since 1971, we weren’t particularly well known outside of medical circles.

But we’ve all got guts, right? Now’s the time to give them the attention they deserve.

Too many people are suffering in silence or alone. They don’t know where to turn for evidenced based information. We’ve changed our name and rebranded our mission as Guts UK so we can be more visible and accessible for those who need us. Today, we reach 4 million people on social media with nearly 2 million website users in 2023. We’re growing fast.

It’s time to start a national conversation about the importance of gut health. It’s time to abolish the crippling taboo surrounding our guts. We know this is a big ambition, so we are now looking to grow our team with like-minded individuals who share our vision. Your experience, skills and energy could help us run faster to reach our ambitious goals. Are you the right person to join us in reaching, helping and empowering even more people?

You will join a small, dynamic and passionate team, all equally fascinated by our subject. If you see this as a timely opportunity to join Guts UK so that we can finally get to grips with guts, then I would welcome your application.

I look forward to hearing from you.



Katie Noon

Interim CEO, Guts UK Charity

About Guts UK Charity:

Guts UK's vision is of a world where digestive disorders are better understood, better treated and everyone who lives with one gets the support they need.

We are a small, energetic and passionate team of ten, working out of two offices in London and Yorkshire. These dual locations allow us to serve as a national charity.

Our three objectives are:



Guts UK is a fast-growing charity with a mission to end the pain and suffering for the millions affected by digestive diseases. We have bold and ambitious plans to help discover new knowledge, kinder treatments and save lives. Despite our fast growth, our community remains at the heart of everything that we do and every decision we make - a rare privilege.

It's time the UK got to grips with guts.

The challenge:

People are suffering. People are dying. All because of a lack of knowledge about our guts.

We've all got guts. But less than 2% of all medical research is spent on gastroenterology. Digestive conditions affect millions of us in the UK but research into our guts has been woefully underfunded for decades. Guts UK charity is the only charity doing research from 'top to tail' and we are on an ambitious journey to transform the landscape of research into diseases of the gut, liver and pancreas.

In 2023, we answered more calls, emails, and letters than ever before. We're providing people across the UK with expert information and raising awareness of digestive symptoms, empowering them to seek help. This is your chance to be part of something wonderful.

Administrative Assistant Overview

Hours:	Part time, 4 days or 32 hours per week (open to variations in hours for the right candidate)
Salary:	£21,000 (£26,250 Full Time Equivalent)
Reports to:	Chief Operating Officer
Location:	London (NW1), overlooking Regent's Park. We are open to flexible working arrangements but a presence in our London office will be required.
Benefits include:	<ul style="list-style-type: none">• 22 days holiday, plus bank holidays.• Pension 3%.• Employee Assistance Programme with a variety of health & wellbeing services.

The job:

Guts UK are looking for an administrative assistant to support the team from their London office. This assistant will keep close control of some of our key admin processes like travel booking and expenses and will be the main point person for keeping our London office and our leadership team organised. They will also support with ensuring all of our governance runs smoothly and new team members can start with us seamlessly.

What we're really looking for is someone to support the smooth running of our day-to-day operations and to ensure we can all work together, and get together, easily and ideally more often. If you're organized, love your admin and pride yourself on keeping things running smoothly then this could be the role for you!

The candidate:

- You will be a natural organiser with a keen eye for detail and planning
- You will thrive in a fast paced environment where multi-tasking is key
- You have great attention to detail and pride yourself on accuracy
- You are willing to try new things and would be excited to work on new initiatives and activities
- You will be passionate about people, with a warm, engaging personality.
- You are a great team player and willing to muck-in and support the wider team as required
- You will have a genuine interest or connection to our cause and a real desire to help the UK to get to grips with guts!

Detailed job summary:

Key responsibilities

Administrative Support

- Coordinating and booking team travel in the most cost effective way, in line with T&E policies
- Management of CEO expenses including reconciling statements with receipts and submission of claim forms where required
- Central coordinator for all purchasing and expenses
- Management of the holiday / absence registers and plans
- Supporting with new employee onboarding and managing the exit process for leavers to ensure everything runs smoothly and is done in line with policy / compliance requirements
- Coordination of all team meeting invitations and team events including room bookings, catering and travel where required
- Event co-ordination and admin support

Governance support

- Managing all Board and sub-committee meeting invites and attendance including rescheduling where required to align with Terms of Reference
- Supporting with Board administration including maintaining trustee logs, compliance registers and ensuring all paperwork is filed in a timely manner
- Supporting with new trustee onboarding process
- Minute taking and action logging for Board meetings and some sub-committees
- Ensuring Board and sub-committee meetings meet required standards when it comes to paperwork and timeliness of paper and minute distribution

Office administration

- Primary contact for landlord for any office related issues or developments and ensuring compliance with any requirements
- Ensuring all post or deliveries are handled in a timely and appropriate manner, escalating where necessary
- Managing the files in the office in line with appropriate data policies; retaining and destroying files as required and moving to digital copies wherever possible.
- Ensuring the office is appropriately stocked with stationery/supplies and ownership of petty cash budget if required
- Coordinating room bookings for the conference room and catering needs as required
- Management of Guts UK stock levels / merchandise including annual stock take

Wider team support

- Support for other administration roles including cover where required for fundraising assistant, support hub administrator or finance assistant

- Answering phones where required to ensure our community are supported as best as possible
- Adhoc support with project administration or event coordination as required at the request of CEO or COO
- General administrative support to the CEO and COO as required

Person specification

Knowledge & skills - essential

- Demonstrable experience of administrative work in a busy office/team environment
- Excellent IT skills including the use of MS office applications (Word, Excel, Outlook, PowerPoint) plus experience of audio/video software such as Zoom and MS Teams
- A high level of attention to detail and accuracy
- A good level of communication skills (written and oral)
- Excellent interpersonal skills, including a confident and courteous manner when liaising with external supporters and providers
- Ability to work flexibly, be responsive to changing demands and to work collaboratively as part of a busy team
- Ability to use initiative and work independently
- Commitment to our cause at Guts UK Charity and a desire to further our work and grow the charity

Knowledge and skills - desirable

- Knowledge or experience of working in the charity sector
- Experience of booking and managing travel for team members and senior executives
- Experience with diary and schedule management for individuals or teams
- Ability to accurately record and transcribe minutes
- Ability to successfully plan, manage and monitor multiple projects
- Experience tracking, monitoring and reporting on expenses or small budgets
- Experience using a CRM database (we use Raiser's Edge / Blackbaud)

Notes:

One of our aims at Guts UK is to tackle health inequalities, particularly around health outcomes for people from minority ethnic groups, and so we'd therefore particularly welcome applications from people from those backgrounds.

Guts UK is an equal opportunity employer. We welcome applications from people with disabilities and from minority groups. If you have a disability which means you are unable to meet some of the job requirements, specifically, because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and

we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

You must be eligible to work in the UK at the time of application. If you are invited to interview, you will be asked to bring the original documentation that proves your right to work in the UK.

How to apply for this position

Deadline for applications: Friday 14th June, 5pm.

- We will be interviewing on a rolling basis when applications come in, so advise you to send your application in a timely manner
- Interviews will be scheduled on a rolling basis but no later than 21st June
- We expect to only carry out one round of interviews with questions provided in advance

Please send:

- An up-to-date CV
- A cover letter detailing how your skills and experience match the requirements of this job description and personal specification, as well as why you want to work for Guts UK.

Send to: info@gutscharity.org.uk (FAO Katie Noon)

Should you wish to arrange an informal discussion with one of our team, please contact Katie Noon via e-mail at knoon@gutscharity.org.uk.

We look forward to hearing from you.
www.gutscharity.org.uk