



Job Description
Administrative Assistant - Global Health 50/50

Job title	Administrative Assistant
Reporting to	Head of Operations
Work location	Global Health 50/50, Cambridge, UK Hybrid: at least two days per week required in the office (Tuesday and Wednesday)
Duration	This post is available with an immediate start for an initial two year fixed-term contract, including a three-month probation period, with possibility of extension beyond the initial two-year term.
Working hours	Full time, Part time (0.8 FTE) or compressed working hours
Salary	£26,000 - £28,000 depending on experience
Closing date	31 st March 2025

The Administrative Assistant will join a small but rapidly growing team of staff working at Global Health 50/50. The appointed individual will be responsible for assisting with the day-to-day and longer-term objectives of the charity by providing administrative support to the Head of Operations, the Co-CEOs and wider support to the core team.

Role Summary

The Administrative Assistant is responsible for providing comprehensive support to the Head of Operations, the Co-CEOs and other members of the core team, ensuring efficient co-ordination of schedules and meetings, and effective communication with members of the GH5050 collective. The Administrative Assistant will support the charity's administrative and strategic initiatives as we enter this new phase of growth.

Job Responsibilities:

- **Administrative Support:**
 - Prepare correspondence and documents as required.
 - Co-ordinate and triage GH5050 shared mailboxes, flagging emails as required and redirecting queries as appropriate.
 - Support the Head of Operations to maintain effective office and administrative procedures.
 - Keep all information confidential and comply with data protection and ethics legislation, including being up to date with GDPR requirements (training will be provided).
 - Assist the Head of Operations and Finance Manager with basic financial management tasks, including expense claims.
 - Co-ordinate and organise the Co-CEOs calendars, including scheduling meetings and appointments and ensuring enough free time is planned to allow for actioning tasks
 - Support the Co-CEOs and other staff members in their use of internal IT systems, especially in the Microsoft suite.
 - Provide other administrative support and tasks to the team as necessary.

- **Meeting Attendance & Coordination:**
 - Arrange and coordinate internal and external meetings, including co-ordinating calendars, online call logistics, venue booking, preparing agendas, and minute-taking/dissemination of actions.
 - Attendance at internal meetings (as far as possible and practicable) across work streams to increase information sharing and keep a sense of organisations objectives
 - Co-ordinate the preparation and distribution of meeting materials and invites.

- **Information Management:**
 - Help develop the internal information management system (Sharepoint) to increase ease of finding documents.
 - Organise and maintain files and records.

- **Travel/Event Co-ordination:**
 - Assist in planning and organising events
 - Co-ordinate with speakers, volunteers etc for event execution.
 - Co-ordinate event logistics, including venue, catering, and guest lists.
 - Co-ordinate core team travel arrangements including visa applications, taxis, trains, hotels and flights in line with expense policy and approved travel budget.

Skills and Qualifications:

- Proven experience as an Administrative Assistant or a similar role.
- Experience in working with or for academic institutes or research organisations would be beneficial, but not essential, as would experience working with a remote, globally based group of stakeholders
- Excellent organisational and time management skills.
- Good communication skills, written and verbal, with high emotional intelligence.

- Proficient in Microsoft Office Suite
- Good interpersonal skills and the ability to build collaborative professional relationships with a wide range of partners across diverse contexts, including whilst working remotely.
- Ability to handle confidential information with discretion.
- Knowledge of the charity sector and a passion for the organisation's mission, beneficial but not essential.

All Staff are required to:

- Demonstrate commitment to GH5050's organisational values, including exercising high ethical standards with attention to teamwork, collaboration and integrity.
- Ensure that they have read and understood all mandatory policies and procedures.
- Uphold the Equality, Diversity & Inclusion and Anti-Harassment and Bullying Policies, ensuring effective implementation in all aspects of their work for the Charity.
- Act always within the Charity Rules, Policies, Procedures, and any other statutory requirements.
- Be proactive and contribute to the improvement and development of the charity.
- Undertake training as required.
- Attend staff and team meetings as required.
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues and visitors.
- To establish, foster and maintain close working relationships with other functions to allow swift resolution of issues and sharing of knowledge.
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities.

About Global Health 50/50:

Global Health 50/50 (GH5050) provides rigorous data and insight in the pursuit of gender equality within global health and across sectors, systems and frameworks. Established in 2017, GH5050 operates as an independent, evidence-driven initiative with charitable status registered in the UK. Our ethos revolves around the principles of human rights, particularly in relation to gender equality, and we are resolute in our commitment to effecting meaningful change.

At GH5050, we embrace an authoritative, analytical approach, underpinned by a genuine concern for social justice and equity. Our work transcends borders, drawing upon a wealth of data-led insights to inform policy, shape discourse, and drive tangible progress. As a trusted source of information and analysis, we serve as both catalyst and convener, fostering collaboration among diverse stakeholders to effect change.

While founded to monitor and act on inequalities and inequities in the global health sector, GH5050 is now embarking on an ambitious expansion into new sectors, including law and justice and finance and economics building upon our proven model of data-driven advocacy. By leveraging

partnerships, engaging stakeholders, and amplifying marginalized voices, we aim to make enduring contributions to the global pursuit of gender parity and social justice.

Our staff benefits include:

- 28 days annual leave (pro rata for p/t), plus bank holidays. In addition, we provide 3 days leave over the Christmas and New Year period and your birthday day off.
- Flexible working arrangements
- 5% employer pension contribution
- Employee Assistance Programme (EAP) via Health Assured
- Professional Development and Training as required

How to apply and further details

To find out more about this role or to apply for this position, please send a cover letter and your CV to recruitment@globalhealth5050.org

We reserve the right to close this vacancy earlier than the closing date if we receive sufficient applications for the role. Therefore, if you are interested, we encourage you to submit your application as early as possible.