prospect us
talentbeyondprofit

GAMBLING WITH LIVES

Administrative Officer

Location:	Remote based in England with occasional travel across UK.
Hours:	21 - 28 hours per week; ideally over Monday – Thursday; open to negotiating a flexible working pattern.
Reporting to:	Head of Operations.
Responsible for:	N/A.
Salary:	£28,000 - £32,000 FTE depending on qualifications / experience (+ 7% employer's pension contribution (Nest)).
Annual leave:	25 days (plus bank holidays) rising by 1 additional day per year of continuous service to 30 days.
Contract:	Permanent.

About Gambling with Lives:

Gambling with Lives is a charity founded and led by families bereaved by gambling-related suicide. We provide support to those affected while working to ensure that learning from these deaths leads to meaningful change and prevention. The Administrative Officer plays a critical role in enabling this mission by providing high-quality administrative and operational support across the organisation, helping ensure our systems, records, events and day-to-day operations run effectively.

Role overview:

We are seeking a highly organised and proactive **Administrative Officer** to support the day-to-day operations of a growing national charity. This varied role requires excellent organisational skills, strong attention to detail, confidence using digital systems and the ability to manage multiple priorities while working remotely.

Key Responsibilities:

- Provide general administrative support to teams across the organisation.
- Maintain excellent administrative control, particularly through advanced use of Excel for tracking, follow-up, monitoring engagement, and reporting.
- Maintain confidentiality and handle sensitive personal information appropriately and in accordance with GDPR and organisational policies.
- Assist with data entry, management, and reporting using Beacon and Excel.
- Support with event planning and logistics including bookings, on the day support and post event / seminar follow up.

- Maintain organised records and support ongoing coordination of various projects as required.
- Monitor and coordinate HR admin tasks including staff training logs, DBS certificate and GDPR compliance requirements . Maintaining staff records.
- Support organisational safeguarding processes, including monitoring training compliance, and ensuring safeguarding concerns are managed and escalated in accordance with organisational policies.
- Aid the management of social media channels (Instagram, LinkedIn, and Facebook), including content scheduling and monitoring engagement.
- Provide administrative assistance to the wider finance and operations team, including responding to general enquiries.

General Responsibilities

- Abide by organisational policies and practices, and our values.
- Comply with and promote the organisation's safeguarding policies and procedures, helping to ensure a safe environment for staff and others who engage with Gambling with Lives.
- Contribute to team meetings and organisational priorities, strategic goals and performance targets.
- Actively engage in regular internal and external supervision to support professional development and reflective practice.
- Be flexible within the broad remit of the post.
- Ensure that finance and resources are used effectively and within budget.
- Work collaboratively on projects and priorities with your line manager which may vary from time to time.
- Be proactive in keeping up to date with and generating development relating to your work (including policy updates).
- Support diversity and equality of opportunity in the workplace.

Person specification

Experience – essential

- Strong administrative experience, with excellent attention to detail and accuracy.
- Scheduling and booking online and in person seminars and events. Monitoring attendance and managing evaluation and feedback.
- Confidence using relevant systems (e.g. Microsoft 365 including SharePoint and Teams, Microsoft Office including Excel)
- Excellent interpersonal, written and verbal communication skills including re report writing.

- Recent experience in a relevant role, ideally within the charitable or not-for-profit sector.
- Experience of working effectively in a remote or hybrid environment, including managing workload independently and maintaining effective communication with colleagues.

Desirable Skills and Requirements:

- Experience using Beacon, HRPeople or similar CRM and HR systems.
- Knowledge of fundraising platforms and donor databases.
- Social media management experience.
- Willingness to develop understanding of gambling suicide and gambling harms.
- Experience working within a medium-sized fast-growing charity.

Personal attributes

- Highly organised, with the ability to manage competing priorities and meet deadlines.
- An eye for detail and accuracy.
- Flexible and responsive to changing priorities.
- Values-led and committed to Gambling with Lives vision and lived experience-led approach.
- Compassionate and able to maintain appropriate professional boundaries. Resilient and adaptable, able to lead through growth, change and uncertainty.
- Collaborative and able to build effective relationships across teams and with external partners.
- Solutions-focused, proactive and pragmatic, with strong problem-solving skills and sound judgement.

Special requirements

- This role is remote based in England. Occasional travel and overnight stays are required, around quarterly.
- You may be asked to undertake additional duties appropriate to the role. This job description and responsibilities may change in line with business needs.
- Due to the nature of our work, this role may involve occasional exposure to sensitive and distressing information relating to gambling harm, suicide and bereavement. Appropriate support, supervision and wellbeing support will be provided.
- Applicants must have the right to work in the United Kingdom.

Oct 2026