



Safeena

Muslim Cancer Support Network

In Partnership with
MACMILLAN
CANCER SUPPORT

Administrator Transformation Office

This post is funded through external grant funding and is subject to the continuation of that funding.

Salary £25,000

Per Annum
pro rata for
0.6 WTE
(£15,000 actual
salary)

Contract 24 months

Fixed-term contract.
Part Time, 22.5 Hours
per week (3 Days)

Location Home-based in the UK

With occasional travel

Reports to Head of Transformation

- Occasional evening and weekend working
- Flexible working arrangements available.

“Support the future of the **UK’s first
Muslim Cancer Support Network.**”

Section 1

Safeena is the UK’s first Muslim Cancer Support Network, dedicated to ensuring that no one facing cancer feels alone.

We provide:

- Faith-informed emotional and spiritual support
- Peer befriending and family support
- Bereavement Support
- Cancer literacy and early detection awareness
- Help navigating NHS and community services
- Culturally sensitive volunteer support
- Education and awareness in mosques and communities

Our work is rooted in **compassion**, dignity, sincerity, service (khidma) and the belief that every individual deserves culturally and faith centred care at their most vulnerable moment(s) .

Over 3.9 million Muslims live in the UK, and cancer outcomes for many remain deeply unequal. Safeena exists to change that.

Section 2

Why This Role Matters

Safeena is working on two-year focused plan to transform Safeena from a volunteer-led initiative into a professionally governed, data-driven national organisation.

The Administrator will play a key role in supporting the delivery of this transformation and ensuring the functioning of the organisation.

This is an exciting opportunity support the organisational development of a grassroots, community-trusted initiative into a national, professional and sustainable cancer support network.

If you care about making a difference to people living with cancer and working in a small values-focussed team, this role will give you the opportunity to create lasting change.

Section 3

Our Values

Sincerity (Ikhlas)

- We serve with authenticity, compassion and integrity.

Accountability

- We commit to transparency, good governance and responsible leadership.

Faith-Informed Support

- We provide culturally and spiritually sensitive guidance for those who need it most.

Service (Khidma)

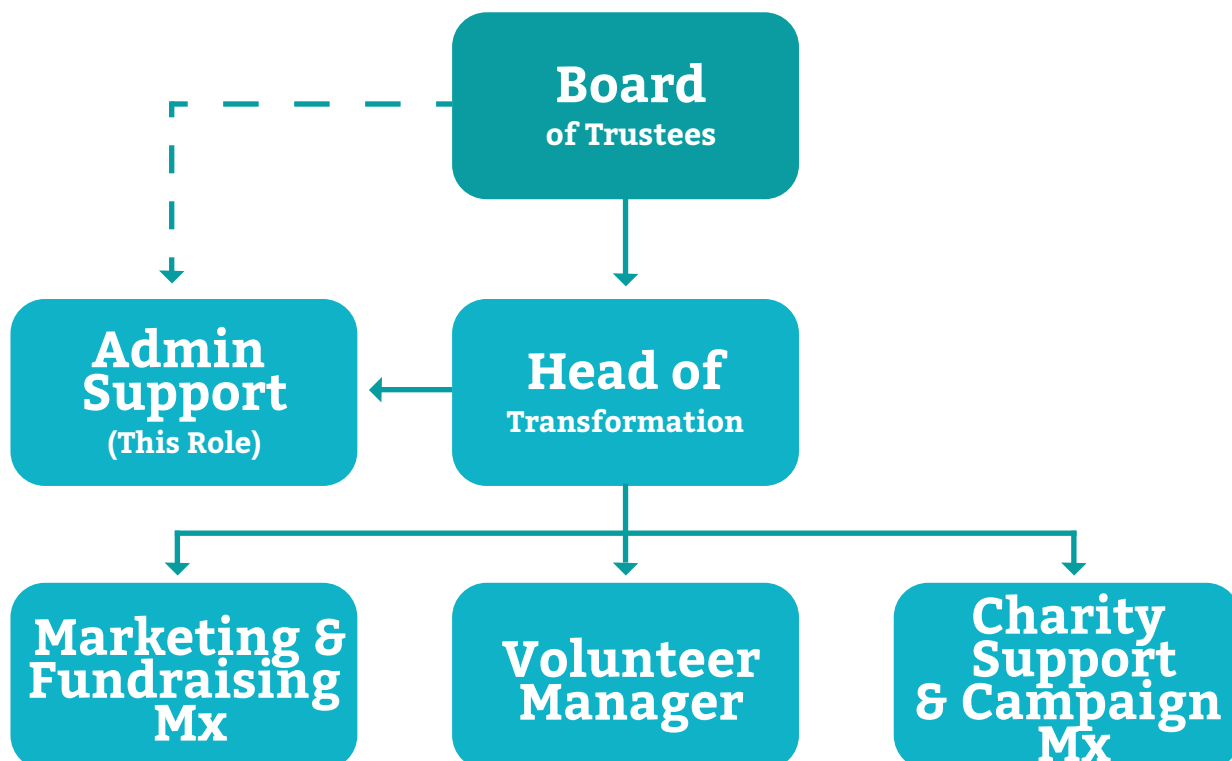
- We honour the trust placed in us by serving with humility and care.

Benefit to Humanity

- We act for the wellbeing of individuals, families and communities.

Section 4

Organisational Structure



Section 5

Role Summary

The Administrator will provide warm, compassionate, and highly organised administrative support to the Head of Transformation and the wider Transformation Team. This role is central to helping Safeena deliver impactful, faith-sensitive support to Muslim communities affected by cancer.

The Administrator will manage inboxes, prepare papers, maintain project documentation, organise meetings, and support governance processes — ensuring the Transformation function runs smoothly and professionally.

“The role will give the post holder the opportunity to work closely with the Head of Transformation and Trustees working autonomously and managing their workload”

Section 6

Key Responsibilities

Inbox & Communication Management

- Manage and triage the organisation’s inbox including directing queries appropriately including to the volunteer portal
- Draft warm, professional responses to queries
- Prioritise actions for the organisation and ensure timely follow-up
- Act as a welcoming first point of contact for enquiries

Meetings & Coordination

- Organise meetings, workshops, and community-focused sessions under the direction of the Executive team
- Prepare agendas, papers, and pre-reads for critical meetings including with external stakeholders
- Take accurate minutes and maintain action logs including following up actions with the designated lead
- Coordinate diaries and logistics to maximise effective organisational working

Documentation & Governance

- Draft, proofread, and format papers, reports, and presentations
- Maintain project documentation repositories including action logs and project plans
- Support preparation of board/steering group packs

Project Administration

- Maintain project registers, trackers and other project documentation under the direction of the Head of Transformation
- Support reporting and monitoring functions including the volunteer portal
- Assist with project onboarding and close-down tasks

Data & Systems

- Update systems and databases working with the fundraising manager and other team members
- Produce routine reports and extracts and populate board reports

General Administrative Duties

- Process invoices, expenses, and basic financial admin
- Provide ad-hoc support across the Transformation Team
- Maintain confidentiality at all times

Planning & Organisation

- Manage a varied workload with minimal supervision
- Respond flexibly to changing priorities
- Travel to meetings or partner sites when required

This job description is intended as a guide to the main duties and responsibilities and is not exhaustive. The postholder may be required to undertake other duties consistent with the grade and nature of the role.

Section 7

Person Specification

Qualifications / Knowledge

Essential

- NVQ Level 3 in Business Administration or equivalent experience
- Proficient in Microsoft Office
- Appointment is subject to satisfactory clearance of an Enhanced DBS including the Barred List.

Desirable:

- IT qualification (Level 2/3 or ECDL)
- Experience supporting transformation or project teams

Experience

Essential

- Managing inboxes and diaries
- Preparing papers, minutes, and documentation
- Working in a pressured, sensitive environment
- Appointment is subject to satisfactory clearance of an Enhanced DBS including the Barred List and evidence of the right to work in the UK.

Desirable:

- Experience in transformation or healthcare settings
- Experience with project management tools

Skills & Competencies

- Excellent written and verbal communication
- Strong organisational skills
- High attention to detail
- Proactive problem-solver
- Team player
- Ability to prioritise workload

Safeguarding, Confidentiality & Conduct

- Maintain confidentiality at all times
- Adhere to Safeena safeguarding policies
- Complete mandatory training
- Uphold health and safety responsibilities

Additional Information

- Frequent computer-based work (DSE assessment recommended)
- Occasional travel required
- Exposure to emotionally sensitive situations will occur

Closing Summary

This role is ideal for someone who is organised, compassionate, and committed to supporting Safeena's mission of improving the cancer journey for Muslims through culturally and faith-sensitive care. Your work will directly contribute to transformation projects that strengthen Safeena's impact across communities.

Section 8

To apply

Please Submit

✂ Your CV (2 pages max)

✂ Supporting statement (max 2 pages) explaining:

- Why you are motivated to join Safeena
- How your experience can help Safeena
- How you meet the essential criteria

Applications should be sent to Hello@safeena.org.uk

Shortlisted candidates will be invited to an interview.

Section 9

Equality, Diversity, Inclusion

Safeena is committed to creating an inclusive workplace where everyone is treated with dignity, respect and fairness. We welcome applications from all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We particularly encourage applications from individuals and communities that are currently underrepresented in our organisation and the wider voluntary sector, including:

- People from ethnically diverse and racially minoritised backgrounds
- Muslim communities
- Individuals with lived experience of cancer or caring responsibilities
- People with experience of faith-based community engagement and community development
- Candidates who can bring diverse perspectives and contribute to our commitment to tackling inequality and improving inclusion

Recruitment decisions will be made on merit, based on skills, experience and potential, in line with our commitment to equal opportunities.

Section 10

Closing Date

Closing date for applications:

Friday 25th September 2026