

Antenatal Results & Choices

Antenatal Results and Choices (ARC) is looking for a Part-time Personal Assistant (0.2WTE)

ARC is a unique national charity providing specialised information and support to parents throughout antenatal testing and its consequences. As the only national charity helping parents and healthcare professionals through antenatal screening and its consequences, we offer a vital service throughout the UK.

Over the past 40 years, ARC has developed into an expert, currently well-funded, deeply respected charity. This is a pivotal time in the charity's evolution as we look to continue growing and deepening our impact across the health sector by delivering our highly regarded professional training programmes and providing services to parent communities who often face barriers to accessing the right support.

There are still so many more parents and professionals who could benefit from our work, and this is a great opportunity for a dynamic personal assistant to join the charity and support Jane Fisher and the extended team to deliver our excellent services.

We are a small dedicated team of specialists looking for someone who shares our vision and values and who is passionate about making a meaningful difference to parents facing very challenging and sensitive situations.

If the opportunity excites you and you believe that you have the skills and experience to add value to our work, we would be delighted to receive your application.

Additional information about ARC is available on our [website](#).

Job Description

We are looking for a dynamic Personal Assistant to provide administrative support to the ARC Director for one day a week.

The role will also work with the wider team from time to time and for this reason, tasks may vary week by week. The successful candidate will need to come to our central London office for one day a week. This can be a Monday or Friday.

Main duties and responsibilities

- Providing administrative support to ARC Director, including making travel bookings, desk research and helping to prepare papers for quarterly Trustee Board Meetings
- Overseeing office diary to ensure sufficient helpline cover

- Venue booking and help with organisation of events
- Dealing with outgoing post (publications, fundraising packs, etc)
- Office admin (stationery ordering, filing etc)
- Support for wider team which might include: compiling resources for training, couriering materials for conference stands

Responsible to: The Director.

Essential requirements:

- Excellent interpersonal and communication skills
- Strong organisational skills
- Proficiency in Microsoft Office including Excel
- Eye for detail
- Commitment to confidentiality.
- Ability to work flexibly and professionally
- Motivated and action oriented
- Enjoys working in a small team

Salary: £32,000 WTE pro rata