

Executive Assistant (Part-time – 3-4 days p.week negotiable)

REPORTS TO:	CEO
HOURS OF WORK:	9.00-17.00 – hybrid working policy in place, office based maximum 50% per week
SALARY:	Circa £31,000 p.a. (pro-rated)
LOCATION:	Office in London, SE16, but office move pending (central London)

About the role

The Multiple System Atrophy Trust is the UK's leading charity supporting people affected by multiple system atrophy (MSA), a rare neurological degenerative disease with no known cause or cure. We are a small and friendly team and this role will support the CEO, research and fundraising departments. The range of responsibilities are varied and will differ at times according to demand. The ideal candidate will have proven experience in providing high level support to senior staff and be able to prioritise tasks and deadlines effectively in a fast-paced, changing environment.

Key Responsibilities:

- Setting organisational meeting dates and sending invites for all areas of work.
- Liaise with team members to ensure task deadlines are addressed.
- Support the senior management team in their respective roles where necessary, including managing the risk register for the charity.
- Give high level administrative support in the key areas of Governance, research and fundraising.

Governance

- Assist the CEO to ensure good governance of the charity, including supporting the annual audit with preparation of materials and information required.
- Organising and servicing meetings – preparing agendas and taking minutes.
- Booking travel and accommodation for senior team members, Trustees, and external stakeholders where appropriate.
- Creating and formatting reports or presentations for the Board of Trustees and their various subcommittees.

Fundraising

- To correctly log income onto the CRM database. The organisation's CRM is Raisers Edge (RE NXT).
- Input merchandise sales on our CRM (online and cheque orders) and fulfil shop orders, including supporting the whole team when Christmas card sales are active.



- Undertake regular stocktakes of merchandise and alerting team to low stock when necessary.
- Support the Fundraising team with all aspects of administration when an event is being planned and taking place.
- Input fundraiser and donor information on our CRM, when required and help to develop use of RE NXT.
- Support the development of the fundraising copy for *MSA News*.
- Support planning for Fundraising Team meetings, agendas and minutes.

Research

- Support the delivery of our current research strategy.
- Assist in the management of our research programme, liaising directly with the Research Nurse, CEO and principal investigators/research contacts as appropriate.
- Arrange meetings and travel for key members of the team and researchers.
- Liaising with the CEO to prepare for Scientific Advisory Panel (SAP) meetings and distribute papers, agendas and minutes.
- Support the Research Nurse to administer the advertising of the 2-yearly grant round, including contacting successful and non-successful applicants.
- Work with the Research Nurse, where appropriate, to identify people with MSA who might want to take part in research.

General

- Support the development of budgets as required by department leads.
- Support different teams with event attendance as needed.
- To support volunteer engagement across the wider Trust as appropriate.
- To undertake any other reasonable activity in line with the responsibilities of the post as requested by the Chief Executive, Trustees or senior staff.



Person Specification

Criteria	Description	Essential (E) / Desirable (D)	Assessed on letter of Application (A) /or at Interview (I)
Qualifications	NVQ Level 3 Administration or equivalent	D	A
Knowledge of	CRM databases (we use Raisers Edge)	E	I
	Good knowledge of the web and an interest in new media	D	A/I
	MSA and the issues faced by disabled people.	D	A/I
Skills	Ability to problem solve and prioritise workload.	E	A/I
	Excellent verbal and written communication skills; able to communicate effectively with a variety of people (e.g. professionals, service users, suppliers).	E	A/I
	An understanding of the importance of discretion and confidentiality.	E	A
	An ability to give empathetic support to service users and volunteers.	E	A/I
	Experience of organising more complex events.	D	A/I
	Use of social networking sites, such as meta and X	D	A
	Excellent IT skills with the ability to work confidently with Microsoft Office and database systems.	E	A
Experience of	Providing fundraising admin support to a charity	D	A
	Experience of working within a team	D	A/I
	Experience of working in the voluntary sector, preferably in a health or disability setting.	D	A/I
Organisational requirements	Commitment to MSA Trust's vision, mission and values.	E	I
	An ability to understand and work within organisational policies and procedures in your work.	E	I
	Availability for occasional evening and weekend work.	E	I



About the Multiple System Atrophy Trust

The Multiple System Atrophy Trust is the UK's leading charity supporting people affected by multiple system atrophy (MSA) – a rare neurological disease with no known cause or cure.

MSA

Multiple System Atrophy (MSA) is a progressive neurological disorder that affects adult men and women. It is caused by degeneration or atrophy of nerve cells in several (or multiple) areas of the brain, which can result in problems with movement, balance and autonomic functions of the body such as bladder and blood pressure control.

Our Services

We provide a telephone and email support line, six health care specialists and two social welfare specialists. Last year throughout the UK and Ireland we ran 83 in person regular regional support groups, 61 digital support groups, 10 carers support groups and 12 coffee morning chats. These activities are crucial in reducing the isolation of having a rare and incurable disease. The Trust also funds vital research into MSA and supports a clinical research fellow in partnership with the association of British Neurologists.

The Trust's Vision is a world free of MSA. Our Mission is to find the cause and, ultimately, cure for MSA. Until that day, we will do all we can to support people affected by MSA and to strive to ensure that they are not alone on their individual journeys.

The Trust has seven core values; we aspire to be:

- led by those we serve – we strive to put those we serve at the heart of everything we do.
- collaborative – we will work collaboratively when this is in the best interests of those we serve and the Trust.
- supportive – the Trust exists to support people affected by MSA throughout their journey – we are on their side and we want them to know and feel this.
- open – we want to be open and welcoming to everyone affected by MSA who makes contact with us.
- respectful – our ethos is to critique not to criticise.
- committed – everyone who is involved with the Trust should be committed to doing what they can, in whatever capacity, to improve the lives of people affected by MSA.
- informative – we want to inform and be honest and transparent about what we say and what we do.