

HCCN Administration Manager - Role Description

About HCCN	HCCN comprises of the Hunts Community Cancer Nursing team working in partnership with (Hunts Community Cancer Network) HCCN the charity, providing community-based care for people in the Huntingdonshire area who are living with or beyond a cancer diagnosis. HCCN the charity operates as a fully constituted membership charity registered with the Charities Commission.
What we do	<p>HCCN is a charity that supports people from being diagnosed with cancer, receiving treatment and beyond. Our shared goal is to help people back to independence with a renewed sense of self-esteem - "Living your best life-despite cancer".</p> <p>Our vision is to normalise the experience of cancer by providing a place where people can go, as and when they need to, to access therapy, learning and social interaction.</p>
Role Title	HCCN Administration Manager
Reporting to	HCCN Operations Manager
Responsible for	<p>The key duties and responsibilities are:</p> <ul style="list-style-type: none"> ● Providing administrative support to the management team ● Ensuring information from contractors is up to date ● Providing information to supporters about HCCN's programmes and services ● Updating HCCN's Mailchimp database ● Processing new user applications and managing individual treatment waitlists ● Updating master documents ● Filing using Google cloud based storage ● Monitoring HCCN's generic email accounts and responding appropriately ● Arranging Trustee and operational meetings ● Preparing agendas and papers for Trustee/operational meetings ● Taking minutes of Trustee/operational meetings
Working pattern	<p>The time commitment is 10 hours per week at the rate of £20 per hour.</p> <p>Working from home and virtually with travel across Huntingdonshire. The nature of this role will require flexibility to meet work needs as they arise.</p>
Overview of the position	<p>An interesting and varied position, this role is at the heart of the charity and perfect for someone who wants to develop their administrative skills in the not-for-profit sector.</p> <p>The successful candidate will have excellent administrative skills, and be highly organised, with excellent time management skills and the ability to juggle a variety of tasks.</p> <p>You will act with integrity and respect. We need you to be confident, proactive, to seek out and listen to what people are doing and want to do.</p>

	You need to know and care about people with cancer and the issues that affect them.
Skills & abilities	<ul style="list-style-type: none"> • Positive and confident • Proactive and flexible approach • Strong team player • Unflappable, 'can do' attitude • Self-motivated and able to work without close supervision, once provided with guidance • Familiar with the different social media channels and creating posts for engagement, desired but not essential • Mailchimp and website content management experience desired but not essential
Education and experience	<ul style="list-style-type: none"> • Educated to GCSE standard including Grade C or above in Maths and English • Confident speller with good command of the English language • Competent use of Microsoft 365; Word, Excel, PowerPoint and Outlook • Knowledge and understanding of the General Data Protection Regulation (GDPR) • Supportive of a diverse and inclusive work environment