



the gynaecological cancers charity

JOB DESCRIPTION

Job title:	Administration Assistant (Temporary – 3 months)
Reports to:	Operations Manager
Responsible for:	No direct reports
Hours:	Full Time 35hrs per week (28hrs per week also possible / school hours considered etc)
Salary	£24,000 per annum FTE
Start Date:	Immediate
Location:	This role is hybrid with a minimum of 3 days per week office based in London Bridge.

Job Purpose

- To support across the charity on a variety of administrative tasks, ensuring that the office runs smoothly at all times;
- Distribution of materials and information and awareness leaflets;
- Support on all aspects of events organising and administration;
- Answering the main office phone line and managing the office inbox ensuring that emails are directed to the correct department for response;
- Support the Operations Manager and the Senior Management Team on ad hoc tasks.

Key Duties and Responsibilities:

Administrative:

- Answer the phone and deal with enquiries or pass on to the relevant person in the team as required;
- Manage the office inbox, making sure all emails are answered within an acceptable time period or forwarded onto the appropriate person within the organisation;
- Support the Fundraising team by sending out materials and information to community fundraisers, and in memory or in celebration donors (this will involve some lifting and carrying);
- Support the Charitable Activities team by sending out information and awareness leaflets and information;
- Provide personal administrative support to the Operations Manager and Senior Management team as and when required which could include filing on Sharepoint; printing; scanning; typing documents and arranging meetings.
- Other administrative support of staff as required.

Events:

- Support on our annual Get Lippy event – receiving stock from multiple partners, record keeping, sending out beauty samples to ambassadors;
- General admin support in the lead up to the event and assisting in the setup of the event at Harvey Nicols on the day; clear up after event etc.

General Duties:

- Carry out other associated duties that may arise, develop or be assigned in line with the broad remit of the post.
- Contribute to team meetings, providing updates as and when required.
- Work as a team member of the organisation as a whole, sharing information and best practice openly and productively.
- Support diversity and equality of opportunity in the workplace and across everything that the charity stands for.
- Abide by organisation policies and practices.
- Comply with best practice and legal requirements regarding data protection and the General Data Protection Regulation (GDPR).
- Be proactive in keeping up to date with developments affecting your work and take charge of your own personal and professional development.
- Attend all mandatory training required by the organisation.

Values

Work within the charities values:

- We dare to dream big
- We never give up
- We are open and honest
- We work together to achieve more

Our vision, mission and values are attached as a separate document.

Person Specification

Essential
<ul style="list-style-type: none"> • Working knowledge of Microsoft Products (Word, Excel, Powerpoint; Outlook and Sharepoint) • Accurate typing skills, strong proofreading skills. • Discreet, collaborative, tactful and diligent; strong verbal and written communication skills. • Flexible & Adaptable in terms of duties and hours of work. • Good ‘front of house’ skills, planning & organising. • Ability to prioritise work and manage conflicting priorities. • Resourceful, proactive with a ‘can do’ attitude
Desirable
<ul style="list-style-type: none"> • Experience of using Adobe Pro or Canva • Previous experience assisting at events