

Administrative Assistant



**Weston
Park**

Cancer Charity

Together at every step.

Working here

Administrative Assistant

Job Position:	Administrative Assistant
Band:	Grade 2
Reporting to:	Governance & Executive Support Manager
Responsible for:	N/A
Job location:	Hybrid working policy available, requires a minimum of 3 days on site, per week.
Salary:	£22,308. Grade 2. We are currently a Real Living Wage Employer. Our policy is to recruit at the bottom of the grade unless significant experience can be demonstrated.
Hours:	Full Time
Contract length:	Permanent

What we do

For one in two of us, cancer will change everything.

When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advice and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.

Main purpose of post

- To provide effective administrative support across the organisation, which will include minute taking and completion of expenses.
- Work on administrative projects and time-limited pieces of work to help improve systems and processes.
- Support colleagues from all different departments with increased activity at key times of the year, such as fundraising campaigns i.e., Christmas campaign, the governance meeting cycle and supporting our events.
- Providing reception cover at our Support Centre and Charity Hub when required.

What you do

Administration

You will support the whole organisation with a range of administrative tasks which will include:

- Completing minutes for key meetings.
- Processing of Expenses on behalf of the Senior Leadership Team.
- Arranging room bookings both internally and externally.
- Support with co-ordinating organisation wide meetings i.e., monthly staff meetings, away days, including booking venues and arranging catering.
- Supporting with governance committee cycles, preparing documents and reports as required.
- Support with the administration of our grants programme, including preparing and issues letter to grant applicants as instructed, updating and maintaining grant budget spreadsheets.
- Inputting data into relevant systems accurately and in a timely manner
- Dealing with enquiries from patients, donors, supporters, service providers and volunteers as required in a timely and effective manner.
- Provide general administrative support to the wider team as required.
- Taking donations in any of the Weston Park Cancer Charity locations

You will work on time limited ad hoc projects, which could include:

- Creating and implementing new processes, including building templates / documentation / matrixes.
- The build-up to / during and/ or after a campaign / or event.

Cover Support

You will provide cover on the front of desks of both our sites: Cancer Support Centre, Northumberland Road and our Charity Hub, Whitham Road which will include:

- Meeting and greeting visitors including supporters and patients and acting as their first point of contact for any queries.
- Dealing with telephone, email and postal enquiries across the organisation
- During cover period, you may be required to open and close the patient spaces, as part of a wider team rota.
- Booking in and logging patients onto the relevant records and databases to provide accurate data.
- Sending appointment reminder calls/texts/letters to clients as required

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- Co-ordinating the Transport service, including supporting and co-ordinating the volunteer drivers.
- Managing the consumables within this patient space and ordering replacement stock as and when required.

The job description is not an exhaustive list of all duties required of the postholder.

Our Total Rewards Package

Weston Park Cancer Charity
Together at every step.

Our Total Rewards Package

At Weston Park Cancer Charity we have set out to create the best life for everyone living with and beyond cancer; our staff are an important part of making this happen.

These are just some of our key benefits, depending on the role and eligibility.

- Annual leave**
27 days (plus bank holidays) annual leave. Option to purchase additional five working days per year.
- Pension**
A minimum 4% employee / 6% employer contribution through our Auto Enrol private pension scheme.
- Health scheme**
Westfield Health level 4 coverage.
- Maternity/paternity**
12 weeks maternity leave at 100% pay and an additional six weeks at 50%. Up to two weeks full paternity pay.
- Additional rewards**
We also offer hybrid working, death in service cover and NHS benefits, along with other rewards.

Find out more and apply to join our team at westonpark.org.uk/join-the-team

Who you are

Personal Specification	Essential	Desirable
EXPERIENCE & KNOWLEDGE		
Writing succinct, and comprehensible information in a variety of ways, including minutes / staff communications.	X	

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Understanding of office systems and processes	X	
Experience of working with sensitive and confidential data	X	
Experience of working in an administration role.		X
Communicating with, and influencing, stakeholders from a range of backgrounds and differing levels of seniority.		X
Experience of completing expenses		X
Experience of using databases to accurately input and extract data		X
Experience of booking rooms / organising meetings	X	
An understanding of the charity sector		X
SKILLS		
A systemic approach to work, with the ability to plan ahead, manage tasks and meet competing deadlines.	X	
Excellent record keeping and written skills	X	
Excellent computer literacy (MS office, Excel, & outlook)	X	
Good communication skills, including presentation skills.	X	
Excellent financial skills	X	
QUALIFICATIONS		
NVQ level 2 /qualified by experience	X	
MS Word - Intermediate	X	
MS excel - Intermediate	X	
Competent driver with full driving license		X
PERSONAL QUALITIES		
Confident, positive, 'can-do' attitude	X	
Able to act as a good ambassador for our organisation	X	
Passion for our cause, with a commitment to the ambitions and values of Weston Park Cancer Charity	X	
Approachable and shows empathy and understanding	X	
Self-motivated and able to work unsupervised	X	
Team player	X	

How to apply

Closing date: Thursday 16th May 2024 @9am

Interview date: Thursday 23rd May 2024

Application format: Please send a CV and covering letter demonstrating that you have read the job description / person specification and how

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you meet the essential and (where relevant) desirable criteria for this role. This can include skills, training, membership of professional bodies and experience. The covering letter will form a key part of the recruitment process and you should demonstrate your suitability for the role in no more than two pages.

Weston Park Cancer Charity is committed to promoting equality of opportunity and values diversity of culture among our staff. All applications are anonymised as part of the selection process, so please do not forward any documents in PDF format.

Apply to: HR@wpcancercharity.org.uk