

**Closing date:** Actively interviewing in rolling basis.

**Hours:** Full-time (35 hours per week) on-site, permanent contract

**Location:** Wandsworth, London

**Salary:** £24,000 - £26,000 per annum dependent on experience (inc. 5% London Allowance)

**Start date:** ASAP

### **About the role:**

We are seeking a skilled and dedicated Operations and Office Assistant to join our growing team and contribute to our mission of supporting individuals affected by spinal cord injuries.

This isn't just an administrative role! As an Operations and Office Assistant, you'll play a key role in keeping the office running smoothly and efficiently. You'll provide comprehensive support, including managing the onboarding process for new staff members. That means everything from advertising the position and working with hiring managers to setting up their IT equipment and making them feel welcome on their first day. You'll also be responsible for keeping health and safety protocols up-to-date and maintaining the HR software.

No formal qualifications are needed for this role, and we encourage everyone with the appropriate skills, experience, and potential to apply.

### **About us:**

At Back Up, we inspire people affected by spinal cord injury to get the most out of life. Each year, we reach over 1,000 people with our award-winning services that are designed and delivered by people affected by spinal cord injury.

Back Up has been voted one of the top ten charities to work for (Third Sector Best Charities 2020). The enthusiastic, inclusive, and supportive spirit of our very skilled staff ensure excellence in the services we deliver.

### **How to apply**

Please apply by emailing [recruitment@backuptrust.org.uk](mailto:recruitment@backuptrust.org.uk) with:

- A CV and two referees, one of whom should be your present or most recent employer. We will contact them after interview.
- A (maximum) two side A4 supporting statement (saying why you want the job and explaining how you fit the person specification). This statement is crucial; CVs alone will not be accepted.
- A completed equal opportunities form (this is optional)

Please note, if you do not provide a covering letter your application will not be considered.

We will acknowledge receipt of your application, and then let you know if you are to be invited to interview.

We are actively interviewing so we reserve the right to close the vacancy when we find the right candidate.