

## **Office Administrator**

Prevent Breast Cancer is looking to recruit an Office Administrator as part of the Operations team, to support the efficient operation of the charity's activities.

The Office Administrator will be responsible for a range of administrative tasks and provide an effective, efficient, and professional office management and support service to staff. It will provide essential support to the Finance Manager in processing donations. The successful candidate will also work closely with the Head of Operations to support them in overseeing the smooth delivery of operational functions.

## **About the Charity**

Prevent Breast Cancer is committed to using science to save lives. We are the only UK charity entirely dedicated to preventing breast cancer for future generations by funding vital research into its prediction, prevention, and early detection, so that no one has to go through it in the first place.

Across the UK over 56,800 women develop breast cancer each year; tragically 11,500 do not survive. By joining us you're helping towards breaking the cycle of breast cancer, and thanks to better predictive tools and early intervention, we truly believe that for future generations, breast cancer will be a thing of the past. This means acting now, to help more people live a life that's free from the disease. It means funding research aimed solely at preventing breast cancer. And it means creating a world where thousands of people are spared from ever experiencing the pain and suffering it causes.

## **About the Job**

Hours: 37.5 hours per week on permanent contract

Responsible to: Head of Operations

Annual leave: 33 days including Bank Holidays

Location: The Nightingale Centre, Wythenshawe Hospital, M23 9LT

Salary: £26,000 - £34,000 dependant on experience

## **Responsibilities**

- Day to day administration of the office, including monitoring stationery stock and ordering new stock when needed.
- Managing the public facing inbox and phones, responding to enquiries in a professional manner, and forwarding emails and messages on to the appropriate team members.
- Onboarding new starters, including arranging office passes and parking permits
- Supporting the finance manager in processing donations and recording them on the charity database.
- Supporting the volunteer coordinator to manage the charity coffee shop and shop, building a relationship with the charity volunteers.
- Assisting the Head of Operations in maintaining the charity database.
- Supporting the volunteer coordinator in managing the rota for volunteers in the shop and coffee shop.

- Managing incoming post/stock and overseeing the stock room to ensure it is kept organised and tidy.
- Carrying out regular stock checks to maintain accurate stock levels for charity merchandise.
- Ordering merchandise and stationery when required.
- Taking minutes during team meetings and sharing actions with the team.
- Supporting the Senior Leadership team with diary management, including room bookings.
- Providing administrative support for events and campaigns.
- Identifying and implementing process improvements to support the efficient function of the charity.
- Any other relevant duties as delegated by Head of Operations.

### Person Specification

Skills	
High level of computer literacy	Essential
Excellent organisational skills	Essential
Ability to multi-task and prioritise own workload	Essential
Accurate data entry	Essential
Ability to work independently and as part of a team to ensure objectives are met	Essential
Flexible and adaptable approach to work	Essential
Excellent Communication Skills	Desirable
Commitment to continuous improvement	Desirable
Experience	
Finance or bookkeeping experience	Desirable
Experience working in an administrative role	Desirable
Experience using a database	Desirable
Experience working in the charity sector	Desirable
Willing to work outside of usual business hours when needed	Desirable

### Why work with us?

You will have the chance to be part of a team of dedicated and passionate professionals working towards the prediction and early prevention of breast cancer. The role of Charity Administrator will provide vital support to allow the charity to grow and develop.

### Benefits:

Prevent Breast Cancer offers the following benefits to employees:

- 25 days holiday plus 8 public holidays (pro-rata for part-time employees)
- Enhanced sick leave
- Enhanced Maternity/Paternity leave
- Death in Service (two times annual salary)
- An additional day off per year for birthdays
- Access to Perkbox – a benefits and rewards platform offering freebies and discounts in retail, entertainment and restaurants, online wellbeing classes, confidential support and more)

- Ongoing training and development opportunities
- Quarterly team wellbeing sessions (yoga sessions, team walks, escape rooms etc)
- Time off in Lieu
- Flexible Working
- Scottish Widow pension scheme

**How to apply:**

To apply, please send in your CV and a covering letter to [info@preventbreastcancer.org.uk](mailto:info@preventbreastcancer.org.uk), explaining your interest in the role and outlining how you meet the role requirements. Please also submit an equal opportunities form along with your CV and covering letter, the form can be downloaded from our website here.

If you have any questions about the role or about working with Prevent Breast Cancer, please email [info@preventbreastcancer.org.uk](mailto:info@preventbreastcancer.org.uk) or call us on 0161 291 4400.

Applications must be submitted by midnight on Monday 31st March.

Prevent Breast Cancer is an equal opportunity employer that is committed to diversity and inclusion. We welcome people from all backgrounds, experiences, abilities and perspectives.