



Job Title:	Operations Administrator
Salary:	£28,000 - 30,000 FTE pro rata (depending on experience) Hybrid, within a short travel distance to Liverpool for attendance in the Liverpool office at least once a week.
Contract:	24 month contract (open to extending as future funding is secured). Part-time, 3 days per week. Occasional flexible working may be required.
Responsible to:	CEO
Probation period:	3 months

About Worldwide Radiology

Worldwide Radiology is a registered charity working internationally, creating and delivering solutions to enhance access to high quality and appropriate diagnostic imaging tests in low- and middle-income countries.

We're a small but busy team (headcount 6, all part-time), based in the UK, working remotely across several countries and time zones, delivering our projects through a growing, international team of 60-70 volunteer medical professionals and 10-15 paid consultants. Our work involves close collaboration with hospitals, universities, and global health partners, and we're looking for an Operations Administrator who can help keep everything running smoothly behind the scenes.

About the role

Your work will span a range of tasks; e.g. ensuring that our project and governance administrative processes run efficiently, coordinating and minuting meetings, organising travel for the core team and volunteers, supporting volunteers and offering flexible administrative support wherever it's needed.

You'll also play a part in strengthening internal communication and contributing to a positive, supportive team culture.

You'll work closely with the CEO, Programme Lead, Finance Manager and the UK based core team, as well as our global network of volunteers and partners, so clear communication and cultural awareness are important.

This is a varied and rewarding role for someone who's organised, adaptable and comfortable juggling different tasks.

Key responsibilities

Governance and organisational management

- Prepare a 4-monthly board meeting pack, including gathering documents, liaising with trustees, and managing meeting logistics.
- Maintain and update the board's action tracker and ensure trustees and staff are informed of deadlines and responsibilities.
- Maintain a central policy suite and update document libraries in Google Drive.
- Manage and maintain Google Workspace settings, shared drives, and user access.
- Provide light technical support to the team (Zoom, Google Meet, shared drives, etc.).
- Provide administrative support for compliance processes (insurance renewals, Companies House and Charity Commission filings, as led by the Finance Manager).

Volunteer and HR administration

- Support volunteer onboarding and maintaining up-to-date volunteer records.
- Support team leaders with recruitment processes for volunteers, consultants and staff.
- Manage volunteer feedback and complaint forms and help ensure follow-up as needed.
- Maintain all information relating to volunteers, staff, and partners on a CRM system.
- Coordinate with project leads to track volunteer participation and availability across projects.

Travel and logistics

- Arrange international travel for the CEO, programme staff, volunteers, and partners as needed using our third-party travel company.
- Support with preparing and submitting visa applications and gathering necessary documentation. Support provided initially.
- Coordinate in-country travel and accommodation bookings and payments for team members and visitors.
- Maintain records of travel insurance, and relevant permissions for project-related trips.

Meetings and coordination

- Schedule and manage remote and hybrid meetings across several time zones, ensuring appropriate technical setup.
- Schedule and organise in-person team meeting/planning days.
- Organise, prepare agendas, take minutes and follow up on agreed actions for internal meetings, board meetings and partner meetings as required.
- Utilise project management software (Click-Up) to track activities.
- Support coordination of annual leave, holiday cover, and team planning days.
- Assist with scheduling online training programme sessions with partners and volunteers, including managing rotas and online meeting links.
- Support WWR events (e.g. study days), coordinating logistics and liaising with speakers, attendees, and venues..

About you

We're looking for someone who's practical, reliable, accurate, confident in managing multiple tasks and able to prioritise effectively. Working for a small international charity, you will also need to enjoy being proactive, adaptable and comfortable working in a remote, global environment.

Essential skills, qualities and experience

- Strong self-directed organisational and time management skills, while maintaining accuracy in work
- Friendly, professional communication skills, both verbal and written, with a collaborative approach, cultural awareness and confidence to ask questions and provide support.
- Ability to effectively and creatively respond to unforeseen challenges
- Excellent IT skills using platforms such as Google Workspace (Docs, Sheets, Drive, Calendar), Zoom, Word, Beacon CRM, Task sharing software or similar.
- Good understanding of the responsible use of AI-tools.
- At least 2 years working experience in a role that requires similar skills and qualities

Desirable

- Experience supporting boards or governance processes.
- Experience working or volunteering in the non-profit and/or global health sector.
- Experience working or communicating across cultures
- Experience with supporting book keeping tasks

How to apply

Please send your **CV** and a **cover letter** (no longer than 2 pages) explaining your interest and how you meet the criteria for the role to admin@worldwideradiology.org.uk by 11pm on Sunday 19th April 2026. Remote interviews will take place W/C 27th April. Second interviews will be face to face in Liverpool.

Please note **applicants must have the right to work in the UK** as we are unable to provide visa sponsorship.

Worldwide Radiology is an equal opportunity employer. We welcome applications from all individuals regardless of age, disability, gender identity or expression, marriage or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation. We know that people from underrepresented backgrounds sometimes hesitate to apply unless they meet every requirement. If you're excited about this role but aren't sure you tick every box, we still encourage you to apply - we'd love to hear from you.

We recognise that some candidates may use AI tools to help prepare their application. If so, please include a brief note in your cover letter to let us know how you used them. We appreciate transparency and are most interested in hearing your authentic voice.

We reserve the right to close the application process early if we receive a sufficient number of suitable applications.