

Sarcoma UK
The bone & soft tissue
cancer charity

Application Pack

Operations Assistant



May 2024



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Dear Candidate

Post: Operations Assistant

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to jobs@sarcoma.org.uk. CVs won't be considered.

The closing date for applications is **Sunday 26 May 2024 (5pm)**. Interviews will be held **Tuesday 4 June 2024** in person at our London offices.

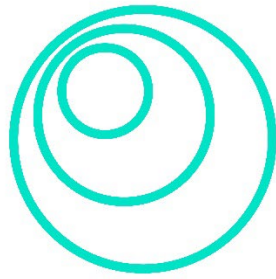
We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify in the application form.

Information about our work is available on our website: www.sarcoma.org.uk and through our social media channels. If you have any questions regarding this post, please contact jobs@sarcoma.org.uk.

I hope that you will consider applying for this exciting and important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Richard Davidson – Chief Executive



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What is sarcoma?



Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues.



15 people are diagnosed with sarcoma every day in the UK.



There are around 100 different subtypes of known sarcoma.



A key symptom of sarcoma is a lump that is increasing in size, often quickly.

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments.

🐦 @Sarcoma_UK
📷 @Sarcoma_UK
📘 uk.sarcoma

sarcoma.org.uk



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About Sarcoma UK

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments. It is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision

Where everyone affected by sarcoma cancer has the treatment, care and support they need.

Our mission

To ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future.

What we do

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

Our goals

- More people will survive sarcoma.
- More will be known about the causes of sarcoma.
- Everyone affected by sarcoma will have access to the best treatment and care.



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OUR VALUES



PIONEERING

We are leading the way to a better future for the sarcoma community

- We are bold in our ambitions to maximise our impact
- We are innovative and dynamic in our approach
- We push boundaries in helping to transform the lives of everyone affected by sarcoma

- We support, encourage and learn from each other in our shared ambitions
- We connect and collaborate with others to achieve the best possible impact
- We bring everyone with us to achieve our goals

TOGETHER

We are creating a community to make a difference for all those affected by sarcoma



- We collaborate with the best in the sarcoma community and beyond
- We amplify the voice of experience and gather evidence to make a difference
- Our professionalism is at the heart of what we do



EXPERT

We use our expertise in understanding sarcoma to deliver better outcomes



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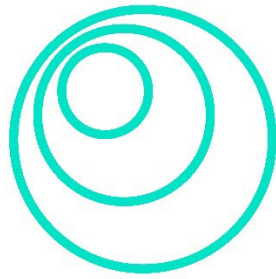
Equality, Diversity and Inclusion Statement

Sarcoma can affect anyone. That's why we fund vital research, campaign for better treatments and offer support for everyone.

We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, economic background or any other aspect which makes you unique.

Being part of Sarcoma UK means that your uniqueness will help bring about a world where fewer people are affected by sarcoma.

And that's a win for everyone.



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Operations Assistant

This is an exciting opportunity to join our highly motivated and passionate team as an Operations Assistant.

This role is at the heart of the charity and perfect for someone who wants to develop their administrative skills in the not-for-profit sector.

The successful candidate will have excellent administrative skills, and be highly organised, with excellent time management skills and the ability to juggle a variety of tasks. You will oversee the day-to-day running of the office and offer administrative support across the teams.

Job Description

Salary: £16,200 per year

Hours: Part-time 22.5 hours per week (3 days)

Location: Sarcoma UK's offices (Angel, London) and home. This role will require at least one day in the office.

Reports to: HR and Governance Manager

Benefits:

- Flexible working options including hybrid working
- Pension with 5% employer contribution
- 25 days holiday entitlement per annum plus bank holidays and the working days between Christmas and New Year
- Additional day off for your birthday
- Volunteering day per year
- Enhanced sick, maternity and adoption pay
- Sarcoma UK Life Insurance Scheme
- Health and wellbeing:
 - Health Cash Plan
 - Therapy sessions
 - Wellbeing Group
 - Team activities throughout the year
- Interest-free season ticket and bicycle loan



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Job purpose:

To support the day-to-day running of the office helping to ensure that everything runs smoothly.

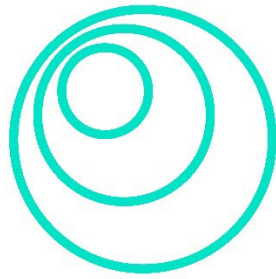
Duties and key responsibilities

Office Maintenance

- Oversee the general maintenance of the office.
- Manage office supplies by tracking office inventory and replenishing supplies including kitchen and stationery.
- Ensure the office and meeting rooms are well-maintained.
- Manage Sarcoma UK storage, ensuring it is fit for purpose.
- Liaise with office contractors and service providers to ensure the office runs efficiently.
- Assist with office refurbishments, expansions, and relocations.

Administration

- Be the first point of contact for all enquiries to our telephone switchboard and info@ mailbox, responding in a timely manner to all enquiries and delegating across the team where relevant.
- Manage the daily postal system including opening post and recording donations on the finance spreadsheet.
- Managing deliveries to the office and organising couriers.
- Organise travel and accommodation bookings across the whole charity including fundraising events.
- Organise travel, meetings and staff attendance at events including the British Sarcoma Group conference.
- Make any bookings and arrangements for the team that involve financial transactions, for example booking travel, conferences, training courses, flowers for supporters and event purchases.
- Provide meeting room management, including bookings and catering.
- Carry out ad hoc administrative tasks for other departments when requested e.g. fundraising and information send outs during busy periods or absence.



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Health & Safety

- Ensure compliance with health and safety procedures, maintaining a safe working environment in the office. This
 - Regular health and safety inspections of the office and workstations.
 - Carry out regular DSE tests
 - Arranging regular PAT tests
 - Carry out fire risk assessments (training will be provided)
 - First aid assistance and maintain the first aid supplies (training will be provided)
- Review and update the health and safety policy.

Other

- Support the operations team when required, this will include finance, database, and HR functions.
- The post holder will be working in a developing environment, and they will therefore be required to undertake other appropriate duties as necessary for the efficient operation of Sarcoma UK.

Person Specification

	Essential	Desirable
Education, Training, Qualifications	A good level of general education, including a high standard of English and maths.	
Experience / Knowledge	Previous experience in an administrative role. Use of Microsoft Word, Excel, PowerPoint, Outlook, and other customised packages, including databases. Experience of dealing with contractors and service providers.	Experience of dealing with donors, supporters or customers. Previous experience in managing health and safety procedures.



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Skills and abilities	<p>Excellent administrative skills.</p> <p>Highly organised, with excellent time management skills and the ability to juggle a variety of tasks.</p> <p>Excellent verbal and written communication skills with the confidence to communicate with donors and supporters.</p> <p>Excellent attention to detail, with discretion, sensitivity, and a commitment to confidentiality.</p> <p>Ability to work on own initiative and work effectively within a team.</p> <p>Tact, discretion, sensitivity and a commitment to confidentiality, particularly when dealing with sensitive data.</p>	<p>Experience of using Raiser's Edge or a similar CRM database.</p> <p>Understanding of current data protection legislation.</p>
Other	<p>Commitment to improving the lives of people affected by sarcoma.</p> <p>Commitment to Sarcoma UK's values and strategic aims.</p> <p>Commitment to best practice and professional integrity in all areas of work.</p> <p>Promote equality, diversity and inclusion at Sarcoma UK.</p>	