Breakthrough T1D Recruitment Pack



We are the leading global type 1 diabetes (T1D) research and advocacy charity; we help make everyday life with T1D better while driving toward cures.

Today, we are opening doors closed by a diagnosis of T1D. We do this by connecting the brightest minds and investing in the most promising research, campaigning for access to treatments and technology and supporting the T1D community. Tomorrow, we will make this condition a thing of the past.

"Breakthrough T1D provides a brilliant mix of passion, flexibility and a can-do culture that adds to an unwavering commitment to helping people with type 1 diabetes, which I couldn't get anywhere else! It's a brilliant place to work!"

Chris Bright, Community Partnerships and Events Manager

Thank you for considering Breakthrough T1D



Karen Addington, MBE
Chief Executive Officer, Breakthrough T1D UK

We're delighted you're interested in joining us at such an exciting time in our mission. We're driving life-changing breakthroughs to improve lives today and bring us closer to a future without T1D. Thanks to the support of our community and dedicated colleagues like you, the pace of change is accelerating faster than ever.

As part of a global organisation, you'll be connected to an incredible network of researchers, advocates, and supporters who are breaking down barriers and opening up new possibilities for everyone affected by T1D.

Here in the UK, you'll be part of a passionate and collaborative team, united by a shared purpose. Your work, whether you're raising vital funds or supporting the T1D community in other ways, will directly help people live better, healthier lives while moving us closer to a world without T1D.

Thank you for wanting to be part of our team, your contribution will make a real difference.

Our values:

Stand as one:

Moving forward together by embracing different perspectives, backgrounds, and expertise.

Act with purpose:

Staying true to the needs of our community and our organisation.

Lead with kindness:

Always meeting people with empathy and support.

Operations Assistant Job Description

DEPARTMENT

Operations manages the main London office and delivers administrative support to the wider organisation, including travel and hotel booking. Working closely with the HR and Volunteering teams, Operations focuses on providing exceptional support to all areas of Breakthrough T1D.

PURPOSE OF THE ROLE

To provide highly professional administrative and secretarial support to the Senior Management Team including diary co-ordination, minute taking and meeting arrangements.

To deliver in-person support for the day to day running of Breakthrough T1D offices, in co-ordination with the Operations Manager.

To provide administrative support to the Volunteer Manager and occasional, limited cover for select duties of the Operations Manager.

KEY RESPONSIBILITIES

Senior Management Support:

- Provide administrative support to the Senior Management team including producing presentations, minute taking, monitoring and following up action points, diary co-ordination, event organisation, meeting and travel arrangements.
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- Work with the Senior Management Team by providing ad hoc administrative support to their teams where possible, such as organising meetings and taking minutes where required.

- Providing support to the CEO in the absence of the Operations Manager

JOB TITLE: Operations Assistant (Part-time)
STATUS: Permanent, part-time
HOURS: 21 hours per week (Breakthrough T1D operates a flexible working hours policy)
SALARY: Pro-rata £28,250 per annum (£16,950)
HOLIDAY: Pro-rata 25 days plus statutory holidays (increasing with years of service)
LOCATION: London office-based
REPORTS TO: Operations Manager
DIRECT REPORTS: N/A
KEY INTERNAL RELATIONSHIPS: Volunteer Manager, Director of People and Operations, Breakthrough T1D staff
KEY EXTERNAL RELATIONSHIPS: Contractors, Breakthrough T1D volunteers

Operations Assistant Job Description

KEY RESPONSIBILITIES Continued

Operations Management:

- To support the Operations Manager in the day-to-day running of the Breakthrough T1D Head Office, with booking contractors and being on site when they arrive, ensuring Breakthrough T1D is complying with health and safety procedures as directed by the Operations Manager.
- To assist in booking travel and accommodation booking for Breakthrough T1D staff in line with the travel policy
- Order stationery and other office essentials and ensure adequate amounts are maintained at Head Office.
- Be responsible for managing office consumables stock and flagging the need for resupplies.
- Welcome visitors to Breakthrough T1D Head Office and notify hosts that their guests have arrived and/or take any other appropriate action.
- Assist the Supporter Care team in answering telephone calls and handle enquiries from colleagues and supporters
- Oversee the collection of all parcels from Breakthrough T1D Head Office and act as the first point of contact for delivery companies and couriers.
- Order stationery and other office essentials and ensure adequate amounts are maintained at Head Office.

Volunteer Administration and Support:

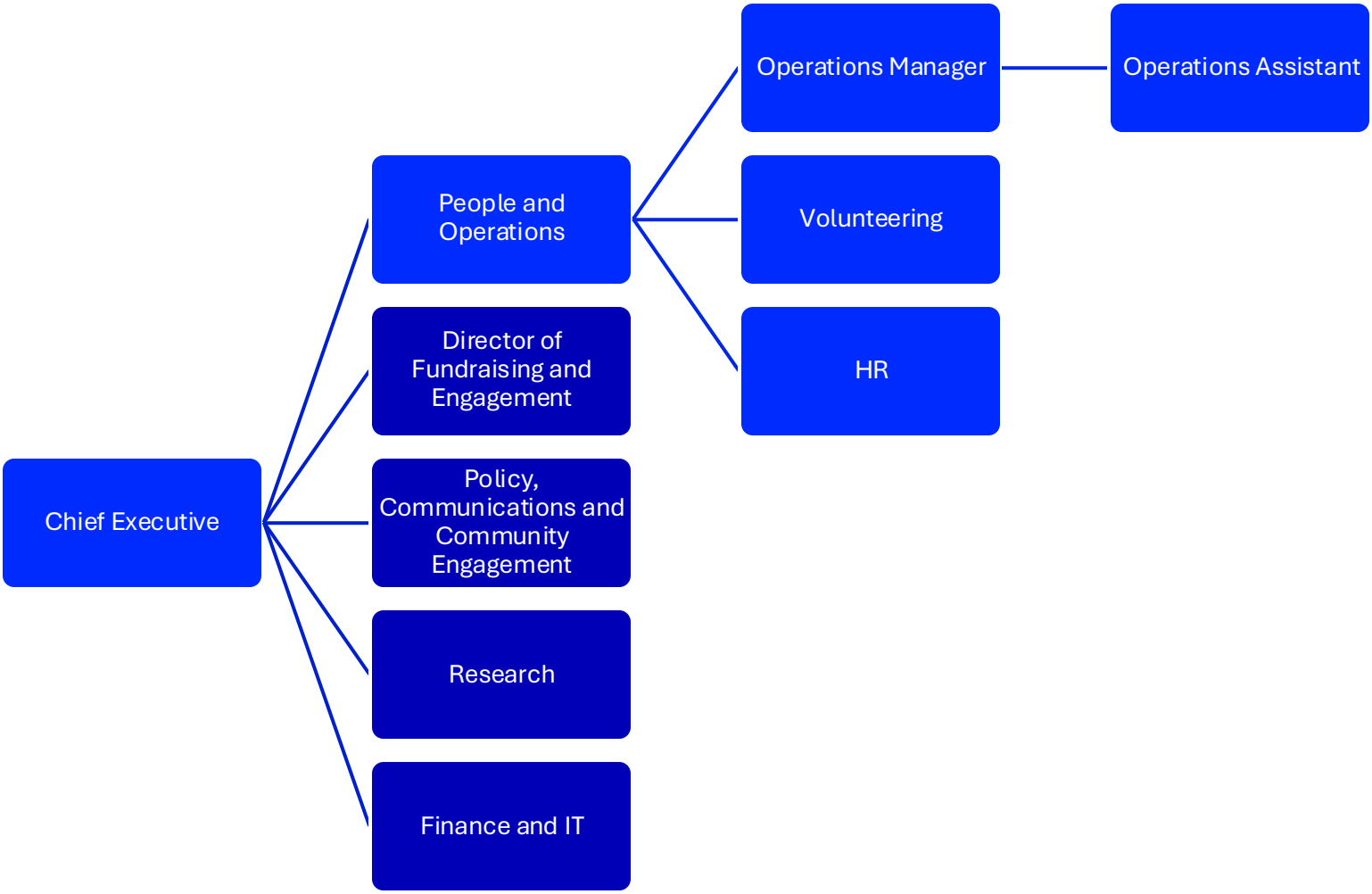
- To monitor and respond to volunteer queries and applications that come into the volunteer email inboxes
- To run reports from the database on volunteer activity to support the work across the organisation
- Work with the volunteer manager to put together the volunteer newsletter.
- Support the Volunteer Manager with keeping track of Insight & Experience Panel (I&E) applications for projects.
- Undertake any other duties as required to support the wider People and Operations team

EQUAL OPPORTUNITIES

Breakthrough T1D is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

Breakthrough T1D is the operating name of Juvenile Diabetes Research Foundation Limited, a registered charity No. 295716 (England and Wales) and SC040123 (Scotland).

Operations Assistant Department Organogram



Operations Assistant
Person Specification

Person Specification	
Criteria	**Essential**
Experience:	• Experience of providing secretarial and administrative support to a wide group of colleagues including senior executives • Strong experience of managing schedules, diaries and deadlines efficiently • Experience of using Microsoft Office • Experience of planning, managing and prioritising own workload, managing time effectively and meeting deadlines • Experience of acting as reception for busy office
Skills:	• Excellent telephone manner, written and verbal communication skills • Ability to use PowerPoint to produce high-quality presentations • Excellent time management and prioritisation skills, with the ability to work on several projects simultaneously • Strong ability to devise efficient administrative systems
Style of working:	• Collaborative, friendly, professional and positive with the confidence and ability to work with people at all levels • Pro-active, thorough and well organised • Demonstrable ability to be proactive and self-motivated • Ability to work well under pressure and deal with any problems calmly and efficiently • Diplomatic and tactful with an understanding of the need for confidentiality when required • Reliable, good timekeeping and attendance
Other:	• Flexibility and willingness to work out of hours occasionally

Employee Benefits



As an employer we offer:

Hybrid working arrangements

Pension scheme

Season ticket and cycle loan

Generous annual leave entitlement – 25 days per year plus bank holidays for full-time staff with leave increasing after three and five years' service

Health cash plan that allows you to claim for some treatments such as dental, optical and physiotherapy treatment

Flexible working and will consider compressed hours

Family-friendly policies – maternity, paternity, adoption and shared parental leave at enhanced rates

Personalised training to suit your career aspirations and professional development