

# Operations Assistant



**Weston  
Park**  
Cancer Charity  
Together at every step.

## Working here

<b>Position:</b>	Operations Assistant – Grade 2
<b>Reporting to:</b>	Operations Manager
<b>Responsible for:</b>	N/A
<b>Job location:</b>	Primary base Weston Park Cancer Charity Hub, Whitham Road or Weston Park Cancer Support Centre, Northumberland Road, Sheffield.  Event site working as required across South Yorkshire.
<b>Hours:</b>	37.5 hrs per week  This post will include some weekend and evening work throughout the year. The charity offers an excellent Time in Lieu policy and/or pay for events outside of your normal working hours.
<b>Salary:</b>	£22,308
<b>Contract length:</b>	Permanent

## What we do

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For one in two of us, cancer will change everything.

When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advise and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.

## What you do

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### Main purpose of post

As the Operations Assistant you will be supporting the Operations Manager in delivering and maintaining an effective operational function at the charity. Including but not exclusively, Health & Safety, Premises, Facilities, Vehicle Management, and IT Services.

This is an exciting opportunity for someone who is looking to develop their knowledge of operations, Health and Safety and policy writing with great scope to develop your skills whilst also contributing to a great cause.

### Key Responsibilities:

#### Operational Support

- Act as the first point of contact for premises, facilities, IT and Estates issues across all Weston Park Cancer Charity locations.
- Assist the Operations Manager in maintaining a secure and organised premises and facilities, which ensure colleagues, volunteers and visitors are safe and experience a welcoming environment.
- Support the Operations Manager in the successful delivery of the Annual Operations plan.
- Provide administrative support to the Operations Manager and Operations Working Group.
- Support with updating operational policies and procedures.
- Act as a Charity Data Protection Officer (DPO), alongside the Operations Manager - following relevant training, to promote a strong GDPR culture.
- Assist in the coordination of the charity car maintenance and safety checks, including keeping auditable records.
- Assist in the control and coordination of the use of charity space and assets, including liaising with contractors and Sheffield Teaching Hospitals (STH) on relevant matters as required.
- Act as a designated keyholder, responsible for the opening and closing procedure.

#### Health & Safety

- Serve as the first point of contact for all Health & Safety matters, including incidents and accidents, ensuring accurate recording and reporting.
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## Operations Assistant (Grade 2)

- Provide operational and administrative support on all Health & Safety matters at our sites and external locations (including external events and the Outreach Service, updating COSHH reports)
- Assist in the procurement and delivery of training.
- Help establish and maintain safe working practices and policies and undertake basic risk assessments.

### **Workwear and equipment**

- Act as the first point of contact for workwear and equipment requests; including being responsible for issuing and returning stock, regular stock checks and ordering stock as required.

### **Tech Support**

- Serve as the first point of contact for general IT enquiries
- Consult with IT consultants to ensure adherence to processes
- Work with the Operations Manager to implement processes that maintain the IT security score.
- Assist in the onboarding and offboarding of employees, including software licenses, logins, and induction training

### **General Administrative Support & Development**

- Handle general enquiries from staff, patients, and volunteers efficiently.
- Manage the operations team telephone, email, and postal enquiries.
- Assist the Operations Manager with the procurement of stationery and consumables.
- Assist the wider team with ad hoc work and undertake small projects that support the charity's work. e.g. Events, Logistical and Tech Support.

### **Environmental Advocate**

- Work with the Operations Manager to promote environmental awareness and encourage the charity adopts a green approach (e.g., recycling, energy use, carbon footprint)
- Identify and implement actions to reduce environmental impacts, costs, and/or increase income under the direction of the Operations Manager.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

### Who you are

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We are seeking a highly motivated individual who shares our values to join Weston Park Cancer Charity's busy charity team. Our Operations Assistant will play a vital part in our team and help us to deliver our vision: a better life for those living with, and beyond, cancer in our region. If you are interested in progressing your career within an organisation which makes a real difference to the lives of thousands of people, we'd love to hear from you.

#### About you:

- You will be a forward thinking, team player with a 'can do' attitude & part of a fast-paced charity team.
- You will have excellent communication skills (both written and oral).
- Able to manage your own workload and priorities to agreed deadlines.
- Participate in and contribute to team meetings.
- Co-operate and liaise with colleagues, working in a professional manner at all times.
- Act as an ambassador for Weston Park Cancer Charity, reflecting the objectives and values, and to always work in the best interests of the charity.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to volunteer involvement in delivering the charity's strategy and raising the profile of Weston Park Cancer Charity.

#### Our Total Rewards Package

Our Total Rewards Package is the result of staff feedback and best practice across the charity, public and private sectors. Some of our key benefits, depending on eligibility, include:

- 27 days (plus bank holidays) annual leave
- Option to purchase additional five working days per year

- Westfield Health level 4 coverage
- 12 weeks maternity leave at 100% pay and an additional 6 weeks at 50%
- Up to 2 weeks full paternity pay
- NHS benefits
- Hybrid working
- A minimum 4% employee / 6% employer contribution through our Auto Enrol private pension scheme. \*Tax relief is automatically claimed for the staff member.
- Death in service cover

## Person Specification

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### Methods of Assessment:

A = Application

I = Interview

R = References

T = Test/Presentation

## Operations Assistant (Grade 2)

	Essential	Desirable	Assessment
<b>QUALIFICATIONS</b>			
Educated to GCSE Level	X		A/C
Competent driver with full clean driving license	X		A
A willingness to undertake H&S / Risk Management Training	X		A/I
<b>KNOWLEDGE &amp; EXPERIENCE</b>			
Experience in the 3 <sup>rd</sup> Sector		X	A/R/I
Excellent Literacy Skills and a good understanding of how to use Microsoft Office 365	X		A/I/T
A good understanding of IT hardware such as HDMI cables and WIFI routers	X		A/I/T
Experience of working with sensitive and confidential data		X	A/I
Experience in H&S or Risk Management		X	A/I
<b>SKILLS</b>			
Excellent communication skills	X		A/I
Effective team worker	X		A/I
Excellent record keeping and organisation	X		A/I/T
Ability to plan and prioritise workloads	X		A/I/T
Great problem-solving abilities	X		A/I/T
<b>PERSONAL ATTRIBUTES</b>			
Approachable and shows empathy and understanding	X		A/I
Proactive and able to work unsupervised	X		A/I
Ability to reflect and learn from experiences	X		A/I
Calm and objective	X		A/I/T

## How to apply

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**Closing date:** Wednesday 19<sup>th</sup> June 2024 at 9am

**Interview date:** Wednesday 26<sup>th</sup> June 2024

**Application format:** Please send a CV and covering letter demonstrating that you have read the job description / person specification and how you meet the essential and (where relevant) desirable criteria for this role. This can include skills, training, membership of professional bodies and experience. The covering letter will form a key part of the recruitment process and you should demonstrate your suitability for the role in no more than two pages.

Weston Park Cancer Charity is committed to promoting equality of opportunity and values diversity of culture among our staff. All applications are anonymised as part of the selection process, so please do not forward any documents in PDF format.

**Apply to:** [HR@wpcancercharity.org.uk](mailto:HR@wpcancercharity.org.uk)