

JOB DESCRIPTION

Job Title:	ADMINISTRATION ASSISTANT
Salary:	£18,000 - £19,000 pro-rata
Hours of Work:	20 hours per week: Mon – Fri: 09:30 – 13:30 (future potential to extend)
Responsible to:	Office Manager
Responsible for:	General administration and office duties

Job Purpose:

This new post requires a, competent, IT literate part-time Administration Assistant with an attention to detail to support our team. This is an excellent opportunity for an intelligent, organised team player who is looking for a role in a dynamic organisation.

Pancreatic Cancer Action

Pancreatic Cancer Action, (registered charity No.1137689) was founded in Surrey in 2010 by a rare survivor of the disease. We are a small team headed by our Founder & Chief Executive who runs the charity plus a board of Trustees which provides direction for the organisation.

Pancreatic cancer has only a four per cent survival rate and this figure has remained the same for over 40 years. Despite it being the fifth biggest cancer killer in the UK, pancreatic cancer receives only one per cent of overall research funding. With a strong focus on early diagnosis, it is Pancreatic Cancer Action's aim to improve survival rates through awareness, medical education, improved patient information and by funding research specifically into the early diagnosis of pancreatic cancer. Simply, we want more people diagnosed in time for surgery, currently the only potential for a cure.

Main Duties and Responsibilities:

1. Assist the whole PCA team with day-to-day administration support.
2. Update the PCA CRM database, inputting data and contacts, producing and exporting mailing lists for e-mail marketing/newsletters (Mail chimp) and for hard copy mailshots.
3. Provide administration support to both the Fundraising and Marketing teams as required.
4. Assist with the distribution of PCA's publications to hospitals and to members of the public.
5. Assist with the distribution of PCA's awareness materials to members of the public.

6. Assist with the processing of online shop orders and telephone orders for PCA merchandise.
7. Answer telephone queries from the general public.
8. Assist the Office Manager with other duties they feel appropriate.
9. Attend meetings, events and conferences as required- acknowledging that some of these may be out of hours, at weekends and involve overnight stays.
10. Perform other duties that the Chief Executive may consider appropriate.

While every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grade of this post.

PERSON SPECIFICATION

Job Title: Administration Assistant

Essential skills/characteristics:

- ▶ Candidates must be highly organised with an attention to detail plus excellent oral and written communication skills.
- ▶ Experience of managing multiple tasks to deadlines and prioritising own workload
- ▶ Experience of using databases
- ▶ A proven ability in the use of a comprehensive range of IT software (including Microsoft Outlook, Excel, Word, PowerPoint) in the workplace:
 - Competent with Microsoft Excel with experience of manipulating data, data sorting, filtering, lookups, handling and converting data types.
 - Competent with MS Word including mail merging & using templates.
 - Familiar with Office 365, SharePoint and working with cloud-based systems.
 - A working knowledge of social media platforms such as Facebook and Twitter.

Qualifications:

- ▶ Educated to A'Level or above and must have GCSE English and GCSE Maths to grade C or above.
- ▶ UK driving licence is essential – our office is in rural Hampshire and the nearest train station is a 15-20-minute drive away.

Personal Qualities:

- ▶ Good time management skills and the ability to organise, plan and prioritise on own initiative including when under pressure and meeting deadlines
- ▶ Ability to work flexibly and enthusiastically as part of a team.
- ▶ Ability to communicate with a variety of people in a friendly, professional and confident manner.
- ▶ Be tactful, patient and diplomatic and maintain a sensitive approach towards colleagues and PCA users, mindful of confidentiality and discriminatory practices.
- ▶ Understand the issues surrounding pancreatic cancer.
- ▶ Be empathetic towards Pancreatic Cancer Action's aims, values and objectives
- ▶ Willingness to work flexible hours when required to meet work demands
- ▶ Occasional attendance at meetings/conferences/events outside normal working hours

Pancreatic Cancer Action is an Equal Opportunities employer and we welcome all applications regardless of disability, ethnicity, gender or age.