We’re looking for an Executive Assistant/Office Administrator

**Salary:** £30,000

**Base:** Central Edinburgh

**Hours:** Permanent. The working week will be 35 hours with core working hours between 10am - 3pm, Monday to Friday, with a one-hour lunch break. A flexible working policy is offered. The office is open from 7am – 7pm daily and we are currently undergoing an initial test of hybrid working. All full-time, office-based staff are required to work at least two days per week in the office.

**Benefits:** Pension scheme with a 10% employer contribution. 33 days’ paid holiday annually, plus four public holidays as paid leave days each year over Christmas and New Year. A Cycle to Work scheme is available.

**Who are we?** Worldwide Cancer Research is the UK charity that will end cancer by starting cancer cures worldwide.

Sadly, 1 in 2 people in the UK will be diagnosed with cancer in their lifetime. For us, that’s 1 in 2 too many.

Being a small charity with currently 44 employees allows us to be open, honest and personal with our supporters. Everyone who works for the charity plays a significant role – without them we wouldn’t exist.

Worldwide Cancer Research is a small charity with an immense ambition – to end cancer by starting new cures. We find and fund discovery research to start new cancer cures around the world, and we are committed to opportunity without barriers. All applicants will receive equitable, fair treatment, and we have pledged to ‘Show the Salary’- because our team members are at the heart of everything we do.

We welcome applications from all communities to help build an inclusive team - as diverse as the scientific community we fund and the families whose lives we impact.
Scientists across the world are ready to conquer cancer. To help start more cancer cures and save lives, we are looking for an Executive Assistant/Office Administrator to support the CEO and Senior Management Team (SMT) at Worldwide Cancer Research, to run the CEO’s office and provide invaluable administrative support to the SMT.

**Key information about the role**

You will provide professional, high quality and timely administrative support to the CEO, Board, and SMT. Manage the charity’s office facilities such that they provide a healthy, safe and secure working environment for all staff.

**How to apply**

- Please email your tailored covering letter and CV (no more than two pages) outlining your suitability for this role to recruitment@worldwidcancerresearch.org

- Please note your covering letter will be key to the success of your application.

- Closing date is, Monday 28 February 2022.

- Interviews will be held 9 and 10 March 2022.

**Additional information**

Worldwide Cancer Research will hold applicant data on file for six months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

For administrative purposes, please state where you first saw this job advertised.

Please view our recruitment privacy notice at: https://www.worldwidcancerresearch.org/our-organisation/careers-at-worldwide-cancer-research/
Post: Executive Assistant/Office Administrator

Responsible to: Chief Executive Officer

Responsible for: CEO support and office administration

Key contacts/relationships:
External: Stakeholders and suppliers
Internal: CEO, SMT, Board of Trustees and All Staff

Purpose
- To provide professional, high quality and timely administrative support to the CEO, Board, and SMT.
- To manage the charity’s office facilities such that they provide a healthy, safe and secure working environment for all staff.

Key responsibilities:
Executive Assistant -
- Run the Chief Executive’s office, organising diary commitments, arranging meetings, booking travel and accommodation, taking meeting minutes etc. as required.
- Deal with the Chief Executive’s incoming calls, mail, email as required, replying on behalf of the Chief Executive as directed.
- Meet visitors and liaise with supporters, Board members, staff and members of the public on behalf of the Chief Executive when required.
- Assist the Chief Executive with background research and the production of papers and presentations when requested.
- Provide administrative support to the Board, arranging meetings, preparing agendas, booking travel and accommodation, issuing and filing Board papers, taking and circulating minutes etc. and other support duties and tasks as required.

Senior Management Support
- Assist SMT in the preparation of Board papers.
- Provide support to Board committees.
- Provide administrative support and book travel as and when required.
Health and Safety

- Oversee and co-ordinate organisational health and safety, ensuring all staff and managers are aware of their responsibilities for health and safety at work.
- Carry out and assist with in-house risk assessments, taking advice when required; review risk assessments regularly to ensure they remain up to date.
- Keep records of health and safety training, risk assessments, accident and ‘near miss’ reports.

Facilities Management

- Ensure the required maintenance for office facilities and equipment is carried out, including annual PAT testing.
- Ensure fire safety; maintain fire safety equipment and ensure fire testing and drills are carried out in accordance with the Fire Safety Policy.
- Organise security and issue/monitor office key holders.
- Liaise with outside contractors regarding the above responsibilities.

Generic information for all roles

- The responsibilities within the job description are not exclusive or exhaustive. They highlight the major tasks and duties of the role, and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.
- We expect every job description will be subject to an annual review. In addition, posts may be reviewed where requirements of the charity change.

We expect every member of staff to be a role model to others within and external to the charity in the course of their duties, upholding the charity’s values.
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<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Educational attainment</td>
<td>Good level of literacy and numeracy – English and Maths National 5 (or equivalent professional experience)</td>
<td>A qualification in Health and Safety - IOSH Managing safely (or equivalent).</td>
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<td>Experience required</td>
<td>Significant experience in a similar role</td>
<td>Knowledge of Health and Safety legislation</td>
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<td>IT experience</td>
<td>Highly computer literate - experience of MS Word, Excel, PowerPoint and email</td>
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<td>Skills and aptitudes required</td>
<td>A high degree of flexibility</td>
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<td>Exceptional communication skills - both oral and written - able to communicate effectively at senior levels up to Board of Trustees</td>
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<td>Highly skilled in exercise of discretion, confidentiality, diplomacy and tact</td>
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<td>Proactive mindset, with an ability to use own initiative</td>
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<td>Very strong administrative, organisational skills and attention to detail</td>
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<td>Ability to develop strong working relationships with internal and external partners</td>
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<td>Interests</td>
<td>Knowledge of Worldwide Cancer Research</td>
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<td>Interest in charity work</td>
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<td>Other requirements</td>
<td>Commitment to attend training and undertake learning to improve personal and professional skill set</td>
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