

Administrative Assistant for PMRGCAuk: Job Description

Purpose of the role

To support the work of the charity by handling routine administrative work.

PMRGCAuk (Polymyalgia rheumatica and giant cell arteritis UK) is a registered charity set up to meet the needs of people with the debilitating conditions polymyalgia rheumatica (PMR) and giant cell arteritis (GCA). We offer support, raise awareness and promote research.

Job Title: Administrative Assistant

Salary: £18,525 - £21,000 per annum

Hours: 5 days per week (37.5 hours a week)

Location: The role will be mainly home-based with occasional travel around the London area to liaise with the Director or attend charity functions (*reasonable travel expenses refundable*)

Reports to: Director

Duration of contract: Permanent

Holiday entitlement: 25 days plus 8 statutory bank/public holidays

We are looking for an individual who is efficient and comfortable being a member of a team and, due to home working, able to work on their own. The ideal candidate is resourceful, a good problem solver, organised, able to multi-task and manage administrative support. Whilst the role will be managed by and report directly to, the Director, it is expected that the postholder will work flexibly and proactively to assist colleagues and volunteers according to the demands of fluctuating workloads.

Principle duties and responsibilities

1. Provide administrative support for the organisation, including supporting the Deputy-Director/Membership Secretary with printing, membership administration, inputting data onto our database and posting mailouts.
2. Deal with general enquiries and general administrative tasks.
3. Liaise with the Director to answer written, telephone or e-mail enquiries, or refer them on to the appropriate person within the charity.
4. Liaise with volunteers on administrative matters when required.
5. Supporting our Regional and Group Organiser volunteers.
6. Other duties commensurate with the general scope and purpose of the post.

Person Specification

1. Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
2. Excellent interpersonal skills, with the ability to communicate effectively, both verbally and in writing and to a high level of accuracy and attention to detail.
3. Experience of using Salesforce or a similar CRM (Custom Relationship Manager) would be an advantage but is not essential.
4. A strong team-player with a flexible approach to the varying demands of the charity as a whole.

To apply for the role:

1. Please write a cover letter explaining why you think you would be a good fit for the role and how your experience fits in with the job description.
2. Please include your CV.
3. To apply for the role please email jobs@pmrgca.org.uk
4. The deadline for this role is **Friday 23rd July at 5pm.**