

Leukaemia Care
YOUR Blood Cancer Charity

Executive Assistant



www.leukaemiacare.org.uk

WHO WE ARE, AND WHAT WE DO

In 1969, a group of parents whose children had been diagnosed with leukaemia came together to create a support network. Now over 50 years later, we continue their work in providing information and support to anybody affected by leukaemia and other blood cancer types.

How do we do this? We have a wide-range of services aimed at patients and their loved ones from diagnosis and beyond.

Our support services range from nurse-led helpline, support groups and free-of-charge medical information to access to paid counselling, grants for those feeling the financial strain of a diagnosis and providing buddies so people always have somebody to talk to who have experienced something similar to them. [We encourage you to have a read of our website](#) and find out all the ways we support from diagnosis and beyond.

Crucial to our work is raising awareness of leukaemia as a blood cancer and the importance for early diagnosis. Leukaemia can be difficult to spot as the symptoms are similar to many other common conditions. Unfortunately, most people are not aware of the signs of leukaemia and this leads to diagnosis being delayed, which can worsen outcomes for patients.

As well as working to educate the general public through our #SpotLeukaemia campaign, we are working closely with our colleagues working in front line medical services to ensure they have the most up-to-date information on diagnosing leukaemia. We know that by raising awareness and working to educate health care professionals, we can save lives and improve outcomes. Mattia explains the importance of this work [in this video](#) - Spot Leukaemia simply saved his life.

Job title: Executive Assistant

Hours: Full-time (Equivalent to 37.5 hours a week). Flexible working options will be considered.

Remuneration: £18,000 to £25,500 per annum (depending on experience)

Type of contract: Permanent

Location: Flexible, with frequent travel to Worcester (all staff currently working from home due the pandemic).

Report to: Chief Executive Officer and the Senior Management Team

Overview

The role of Executive Assistant will work closely with the Chief Executive Officer and the Senior Management team on strategic and operational planning, governance, and organisational development. This is an excellent opportunity if you wish to start a career in the charity sector.

This vital position requires both the ability to grasp the big picture with excellent organisational, planning and writing skills. Please tailor your CV to the job specification and include a covering letter explaining how your skills and experience make you the ideal candidate for the role.

General

In addition to the specific duties and responsibilities outlined in this job description, all Leukaemia Care employees should be aware of their specific responsibilities towards the following:

1. Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
2. Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
3. Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
4. Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Job Duties

At the request and under the direction of the Chief Executive Officer or other member of the Senior Management Team:

Organisational

1. Organise and schedule meetings – involving internal and external participants
2. Prepare meeting agendas, formatting papers, perform research for meetings, and take minutes during meetings
3. Manage the diaries and schedules of senior management
4. Communicate with Board Members, schedule Board Meetings, and arrange meeting agendas

Coordination

1. Ensure information flow in a timely and accurate manner
2. Manage projects, co-ordinate logistics and follow-up with team members where required
3. Maintain a strong working relationship with other relevant departments
4. Liaise with other staff members on behalf of senior management, including chasing on actions and issues

Administration

1. Provide administrative support to the Senior Management Team
2. Organising agendas, papers and minute taking
3. Maintain office correspondence, including crafting routine electronic correspondence
4. Preparing reports, memos, letters, statements, and other documents
5. Providing cover for reception duties where necessary - such as answering and directing telephone calls, franking and receiving post
6. Liaise with visitors, beneficiaries, supporters, and colleagues
7. Solve simple IT problems and contact the IT provider when necessary
8. Make business travel, transport and accommodation arrangements for senior management and other staff members

Governance

1. Assist the Senior Management Team with finance, payroll, HR, and recruitment duties, including on-boarding new staff members and training new employees where necessary
2. Implement Leukaemia Care initiatives which underpin the strategic plan
3. Maintaining database and electronic filing system, ensuring processes and software are up to date and in working order

Reporting

1. Prepare and deliver monthly and quarterly reports
2. To prepare written outputs for internal circulation and external publication
3. Use of software packages for basic data analysis (e.g. Excel) to inform decision making
4. Producing timelines and reviews of projects

Person specification

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Very good organisational and time management skills</p> <p>Excellent writing skills with the ability to draft a variety of documents</p> <p>Research skills</p> <p>Highly IT literate (MS Office preferable)</p> <p>Good communication skills with confidence in presenting to those in positions above and below</p> <p>Attention to detail</p> <p>Good analytical skills and numerate</p> <p>Ability to translate complex ideas, policies, and information into easily accessible language</p> <p>Able to carry out office administration tasks as part of role</p> <p>Strong telephone skills - negotiation and understanding skills</p>		CV and interview
Knowledge and understanding		<p>Understanding of the issues and the needs of people with a blood cancer.</p> <p>An understanding of governance</p>	CV and interview
Qualifications, training and education		Degree (2.1 or 1st) and/or relevant professional qualification.	CV and interview

Criteria	Essential	Desirable	How assessed
Experience	<p>Experience of producing reports, including research and analysis</p> <p>Project management</p> <p>Diary management – including organising internal and external meetings</p>	<p>An understanding of relationship databases and their use in information management</p>	<p>CV and interview</p>
Other requirements	<p>A good team player – able to link in and work well with a range of people within the organisation.</p> <p>Self-motivated with the capacity to work on own initiative and as part of a small team.</p> <p>Tact and discretion for dealing with confidential information.</p> <p>The ability to work to tight deadlines.</p> <p>Able to deliver proactive, highly organised support whilst maintaining a calm and friendly attitude.</p> <p>Able to work flexibly to meet the needs of the role with sufficient notice.</p> <p>High levels of enthusiasm, when working alone or with a team.</p> <p>Ability to problem solve and learn quickly.</p>		<p>CV and interview</p>

Why it's great to work at Leukaemia Care

As well as the satisfaction of knowing you improve the lives of people with leukaemia, blood cancer and associated conditions, we also offer the following:

1. Pension scheme with NEST - we will match employee contributions up to 7% of qualifying earnings
2. Life Assurance (also known as death in service benefit) of four times annual salary
3. Cycle to work scheme
4. Enhanced sick pay (as set out in our staff handbook)
5. Bereavement leave of up to three days paid leave should the need unfortunately arise
6. Eye tests and glasses contribution
7. Annual leave of 33 days including 8 bank holidays, rising by 1 day for each complete year of service up to a maximum of 36 days (for full-time staff, pro-rata for part-time staff)
8. Additional discretionary annual leave between Christmas and New Year
9. Free onsite parking at our offices in Worcester
10. Headspace subscription

We will also ensure that you are supplied with the right equipment for the job and to work safely - this may include a laptop and mobile phone, as well as equipment to make your working day as comfortable as possible. If the job requires it, we also reimburse pre-approved travel expenses.

How to apply

To apply Please email your CV along with a cover letter to jobs@leukaemiacare.org.uk outlining your suitability for the role.