

Job Description

Location	Southgate, London
Job Title:	Administrator
Reports To:	Operations Manager
Responsible For:	Miscellaneous tasks to support the manager

Job Purpose:

The Executive Assistant is a key role within the UK Thalassaemia Society. The post holder is expected to ensure the proper flow of office procedures and supports the Operations Manager and Trustees by carrying out common office duties. Maintains a positive and friendly corporate image by acting as the first line of contact, to visitors, members, general public and suppliers in person, online and via telephone.

Key Areas:

1. Office Administration
2. Health and Safety of the Office
3. Banking
4. Processing invoices and payment
5. Managing Petty Cash
6. Accounting management
7. Organising UKTS London based awareness events
8. Diary management
9. Database management
10. Organising and setting up stakeholder meetings
11. Managing supplier relationships
12. Management of IT Network

Main Duties and Responsibilities:

Office Administration

- devising/maintaining office systems, including data management and filing
- Travelling with the Executive Director to take notes or dictation at meetings or to provide general assistance during presentations
- screening phone calls, enquiries and requests, and handling them when appropriate
- meeting and greeting visitors at all levels of seniority
- organising and maintaining diaries and making appointments
- dealing with incoming email, faxes and post, often corresponding on behalf of the manager
- carrying out background research and presenting findings
- producing documents, briefing papers, reports and presentations
- organising and attending meetings and ensuring the manager is well prepared for meetings
- liaising with clients, suppliers and other staff.

Secretarial duties

- Diary management
- PA duties to Executive Director and Trustees

- Preparing committee agendas, minutes, documents
- Organising meetings
- Carrying out specific projects and research
- Attendance at meetings as and when required

Finance and Banking

- Process officers work expenses
- Record all incoming and outgoing payments as directed by the bookkeeper
- Manage and record petty cash expenses
- Bank all incoming donations
- Provide thank you letters and receipt to donors
- Draft cheque payment of invoices and arrange signatories
- Bank and distribute funds to overseas health professionals for the Renzo Galanello Fellowship on behalf of TIF (Thalassaemia International Federation)

Membership Administration

- Distributing newsletter to UKTS members and associates (i.e. packaging, labelling, franking and posting)
- Distributing printed material to members, clinicians, professionals working in the field of Thalassaemia

Office Maintenance

- Managing all office health and safety procedures
- Managing annual maintenance of fire safety equipment
- Overseeing office cleaning
- Overseeing shop front cleaning
- Managing all public utility contracts
- Assist Ops Manager in managing all IT Network issues

Event Management

- Organise, set up and manage awareness events
- Under the guidance of the Ops Manager, promote and secure runners for the London Marathon
- Keep a regular up-to-date stock of branded promotional items
- Promote/assist supporters and members with local UKTS fundraising events (dinner and dance, discos, sponsored fun runs/walks etc)

Reception Duties

- First point of contact for all incoming calls
- First point of contact for all visitors to UKTS offices
- Provide guidance and signpost callers requesting information about Thalassaemia

Miscellaneous

1. Undertake other duties of a reasonable nature, as may be determined by the post holder's manager from time to time, in consultation with the post holder.
2. Carry out all duties in accordance with the Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. It is the duty of the post holder not to act in

a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it.

3. Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the Health and Safety Policy, Codes of Practice and local rules.
4. Co-operate with the line manager, or any other person with specific responsibility for health and safety, to enable the charities responsibilities under the Health and Safety at Work Act to be performed.

Key stakeholders relationships:

The post holder will be expected to maintain professional relationships with: UKTS staff and Trustees, accountant, bookkeeper, letting agencies (who manage UKTS properties), suppliers, donors, members, supporters and the general public.

Review Clause:

This is a description of the job as it is presently constituted. It is the practice periodically to examine job descriptions and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes. The procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. It is the charity's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

Special Features:

It is expected that the post holder will be required to work flexibly to support events or to meet particular deadlines if these fall outside of usual working hours.

Strict confidentiality maintained at all times