

Administrative Officer

JOB DESCRIPTION

KEY DETAILS

Job Title:	Administrative Officer
Location:	Beacon Office, 66 Devonshire Road, Cambridge, CB1 2BL; hybrid working options available, though regular work in the office is required
Responsible to:	Chief Operating Officer (COO)
Hours:	Full-time (37.5 hours per week)
Term:	One year fixed-term contract with potential to move to a permanent role
Salary:	£20,000 - £22,000
Starting date:	September 2022

ABOUT BEACON

Beacon (formerly known as Findacure) is a UK-based charity that is building a united rare disease community with patient support groups at its heart.

Our vision: a world in which no one faces their rare journey alone.

Rare diseases affect around 3.5 million of the UK population. Sadly, this population struggles to receive a diagnosis, treatment or meet others with the same condition. Patient groups are a lifeline for those living with a rare disease. They provide emotional support and advice for day-to-day living as well as driving wide-scale changes in policy, treatment and care.

Our charity upskills rare disease patient groups through trainings, guided programmes, community projects and research initiatives. We help these groups maximise their impact and deliver change for the world's often neglected rare disease patients.

We pride ourselves on delivering high-quality, professional projects that make everyone feel welcome and heard; providing opportunities to connect and collaborate with others across the rare disease space.

By working in partnership with patient organisations and other stakeholders, we are breaking the isolation felt by those living with a rare condition, uniting all rare diseases in to a single unified force.

Beacon has a small, tight-knit team, with a friendly atmosphere and strong commitment to our beneficiaries. We aim to give all employees opportunities to pursue their interests, develop their skills and shape their career path.

OVERVIEW OF THE ROLE

Beacon is seeking an Administrative Officer to join our team and contribute to the successful day-to-day running of the charity. We are currently experiencing a period of growth; alongside our patient group training and community projects, our work is now expanding into Europe as part of an exciting new multi-year drug repurposing programme, REMEDI4ALL. Accordingly, we are adding four new members of staff to our team in the latter half of 2022.

As a result of this expansion, we are recruiting an Administrative Officer to provide operational support to the charity and, particularly, support our CEO and COO in the effective execution of their roles. In addition, you will help to establish processes for the efficient delivery of the new REMEDI4AL programme. This is a varied position, which will include opportunities to gain experience in office administration, executive support, financial processing, impact and data monitoring, as well as ad-hoc support on events and projects.

The successful candidate will be an effective administrator, organiser and communicator with strong organisational skills and excellent task management. You will show initiative and drive, and have the freedom to develop new processes to better support the efficiency of the charity.

MAIN DUTIES AND RESPONSIBILITIES

Executive support

- Basic diary and inbox management for the CEO and COO
- Scheduling meetings and organising logistics for them

Office and team administration

- Purchasing office equipment, monitoring stock levels and supplies
- Processing internal expenses
- Managing staff travel
- Organising office social events
- Supporting set up of office tech, software and staff accounts
- Ad-hoc staff administration duties

Operational support

- Creating agendas and minute taking for meetings, particularly team-wide meetings, Patient Group Engagement Committee meetings and meetings within the REMEDI4ALL consortium
- Collating basic impact measurements across projects
- Data preparation and entry across projects

Community support

- Managing emails sent to Beacon's general and project-level addresses
- Processing external expense claims
- Monitoring Beacon's phone line

In line with the nature of small team working, additional responsibilities and duties may be added on an ad-hoc or long-term basis according to the needs of the organisation and interest of the successful applicant.

PERSONAL SPECIFICATION

This is an entry-level role suitable for an individual with some experience in administration.

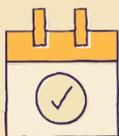
Essential

- Strong organisational skills with experience in managing and prioritising multiple tasks
- A confident communicator with the ability to build relationships with people from diverse backgrounds
- Good initiative and drive
- Trustworthy and able to handle personal information sensitively and securely
- Excellent interpersonal and teamwork skills with an ability to work independently and seize opportunities
- Computer literate and confident using all MS Office software, especially for data management
- Understanding of, and commitment to, the objectives of Beacon
- Ability to deliver occasional out of hours work to accommodate Beacon events or travel

Desirable

- Professional experience in administration

BENEFITS



25 days holiday, plus 8 bank holidays and additional leave for office Christmas closure



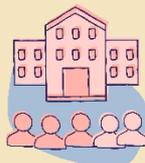
5% pension contribution



Flexible working practices, including hybrid working and flexitime



A close knit and friendly small team environment, giving you a meaningful voice in the direction of the charity



Dedicated training budget to support personal and professional training opportunities



Time off in lieu to support appropriate work/life balance



Valuable experience working in the charity and health sector



Frequent opportunities to meet and interact with beneficiaries, supporters and collaborators



Opportunities to expand your professional network through attending events and conferences

We are currently actively exploring additional employee benefits with to the aim of providing further support to our employees.

APPLICATION PROCESS

Please email an up-to-date CV and cover letter to Dr Rick Thompson (CEO) and Mary Rose Roberts (COO) at recruitment@rarebeacon.org by 9 am on the 15th August, outlining your relevant skills and experience. We welcome enquiries about the role to the same email address.

As we are recruiting for numerous roles simultaneously, please ensure your name and the role you are applying for is noted clearly in the email subject line (e.g. John Smith - Application for Administrative Officer).

Shortlisted candidates will initially be contacted for a phone interview, with the final round of interviews likely taking place between the 15th and 26th August.

Please note that we are currently unable to sponsor UK VISA applications.