

## Job description



*Macmillan Caring Locally is a small charity based in Christchurch Dorset. Although we share the Macmillan name, we are in fact a local charity with no connection to the national organisation Macmillan Cancer Support. Our main focus is providing funding for the Macmillan Unit at Christchurch Hospital, which is a centre of excellence. You can find more details about our charity at [www.macmillanlocal.org](http://www.macmillanlocal.org)*

*An exciting opportunity has arisen to join our small, friendly team.*

**Job Title:** Administrative Assistant

**Responsible to:** Trust Secretary / Administrator.

**Location:** The Macmillan Unit at Christchurch Hospital, Fairmile Road, Christchurch, Dorset BH23 2JX.

**Job purpose:** As an Administrative Assistant you will be responsible for providing administrative support to ensure the efficient operation of our charity office at the Macmillan Unit. You will support The Trust Secretary, the P.A. to the Trust Secretary and the Treasurer. You will ensure that all administration tasks are completed accurately, to a high standard, and in a timely manner.

To act as an ambassador for the charity at all times.

**Hours:** 2 days a week (15 hours). 8.30 a.m. to 5.00 p.m. including one hour lunch break. Thursday and Friday.

**Salary:** £7,020.00 per annum plus pension. This is a permanent position.

### **Key Responsibilities:**

Answer and direct phone calls

Organise and schedule meetings and appointments for Trust Secretary and Trustees

Prepare agendas for meetings and prepare schedules

Receive and meet visitors and supporters

General clerical duties including photocopying and mailing

Maintain office systems including data management and filing

Produce and distribute correspondence, memos, letters and minutes

Assist in the preparation of regularly scheduled reports  
Order office supplies  
Reconcile expense claims  
Open, sort and administer incoming correspondence  
Reconcile petty cash  
Administer Gift Aid claims

## **Requirements**

Proven administrative or assistant experience  
Excellent time management skills and ability to multi-task and prioritise work  
Attention to detail and problem solving skills  
Ability to work unsupervised but as part of our small team  
Excellent written and verbal communication skills  
Strong organisational and planning skills  
Proficiency in Microsoft Office 2010  
Proficiency in Sage ACT Database would be an advantage but not essential as training will be given where necessary.

## **Education and Experience**

Computer skills and knowledge of relevant software  
Knowledge of operation of standard office equipment.  
Knowledge of clerical and administrative procedures and systems such as filing and record keeping  
Knowledge of principles and practices of basic office management  
Experience working for a charity is an advantage but not a requirement

## **Application details**

The closing date for applications is 12<sup>th</sup> February 2016.

Please send your CV with a covering letter setting out why you would be the best candidate for this post.

Applications can be sent **by post to:** Neal Williams, Trust Secretary, Macmillan Caring Locally, The Macmillan Unit, Christchurch Hospital, Fairmile Road, Christchurch BH23 2JX, or **by email to:** [neal@macmillanlocal.org](mailto:neal@macmillanlocal.org)

We will respond to all applications for this post whether you have been shortlisted or not. To help us with administration and to keep our costs down please supply an email address so that we can contact you. If you do not have access to a computer, we will write to you.

Shortlisted candidates will be notified to arrange an interview within two weeks of the closing date.