

## Role description: Executive Assistant

<b>Role:</b>	Executive Assistant
<b>Terms:</b>	Self-employed contractor, home based, with travel into London approximately once a month
<b>Time commitment:</b>	25 hours per week to be worked across 5 days (Monday to Friday)
<b>Remuneration:</b>	£30 per hour, on a self-employed rolling monthly basis

### About Cancer52

Cancer52 is a national organisation which has been in existence since 2007 and was registered as a charity in England and Wales in September 2017. It acts as a membership body for charitable and not-for-profit organisations working in the field of rare and less common cancers. Cancer52 currently represents over 110 predominantly small patient support group cancer charities united by their vision of seeing a better future for everyone affected by the rare and less common cancers, which account for more than half of all cancer deaths in the UK.

Cancer52 aims to promote improved diagnosis, treatment and support for those affected by rare and less common cancers. We work on matters that impact on the rare and less common cancer community – defined as all cancers outside the ‘big four’ of breast, prostate, lung and bowel. Current data shows that 46% of cancers diagnosed in the UK are rare and less common cancers, yet they account for 55% of cancer deaths.

### The role

The charity requires a professional Executive Assistant to manage an administrative workload. The right person will have previous experience of efficient office administration, be able to provide high level secretarial and administrative support to the Cancer52 team. Will have the ability to work both independently and as part of a team. Cancer52 is a growing organisation therefore the role offers scope to expand into fundraising and event administration dependent on interest and organisational need.

## **Main Duties / Responsibilities:**

### **General Cancer52 diary management**

- Using Outlook, scheduling and inviting people to Cancer52 meetings, including Board meetings, and All Member meetings, CEO meetings, and meetings of other workstreams (currently four or five)
- Acting as Secretariat for all Cancer52 organised meetings, hosting, attending, issuing reminders, tracking RSVPs and actual attendees, briefing chairs of likely attendance
- Taking notes during meetings, circulating action points after meetings and updating engagement trackers with attendance
- Overseeing technology prior to and during meetings (hosting the online element of the meeting, screensharing, managing breakout rooms, taking notes, circulating information in liaison with other team members)
- Managing Teams and Zoom accounts and other online meeting platforms
- Liaising with speakers, sharing agendas/running orders

### **CEO Diary**

- Scheduling CEO's meetings as required, liaising with other PAs and Cancer52 member charities
- General diary housekeeping

### **Board Meetings/Papers**

- Assisting with preparation of board papers
- Taking/editing/sharing minutes
- As required, following up on appropriate actions

### **Event Management**

- Supporting with any Cancer52 hosted events, both prior to and during the event

### **Administrative Duties**

- Providing administrative support to the wider team
- Managing and updating audiences, database housekeeping
- Updating Cancer52 PowerPoint presentation templates
- Posting surveys on SurveyMonkey
- Sending emails on behalf of CEO, as required
- Editing / branding reports and other documents
- Cancer52's generic Info@ email address – checking, managing, forwarding on etc (responding in time)

### **Fundraising Support**

- Supporting the Operations Manager with fundraising administrative tasks
- Maintaining accurate records of fundraising

### Skills and Attributes Required

- Excellent secretarial and administrative skills, including previous experience taking and drafting minutes.
- Highly IT literate, experienced and proficient with Microsoft Office (in particular Outlook, as well as Excel, Word, and PowerPoint, and highly confident with Microsoft Teams and Zoom; experience of online organisational platforms, such as Mailchimp and Eventbrite an advantage.
- Excellent communication skills, both verbal and written.
- Strong interpersonal skills.
- Flexible approach to both shifting priorities and to availability.
- Able to manage own workload to deadlines and achieve objectives set, working independently and as part of a wider team.
- Proactive approach, and, where appropriate, to take the lead on administrative duties.
- Able to handle confidential information and data protection issues.

It would be **desirable** for candidates to have previous experience of working within the charity sector.

The successful candidate would be asked to undertake technical tests applicable to the role, for example use of the software.

As a self-employed contractor, the successful candidate will be required to provide their own Microsoft compatible IT equipment relevant to carry out the tasks of the role, with appropriate antivirus software.

- To apply, please email your CV and a covering letter to [ainsley.taylor@cancer52.org.uk](mailto:ainsley.taylor@cancer52.org.uk).
- The closing date for applications is 5pm on Friday 27<sup>th</sup> October 2023 and interviews will be held week commencing 6<sup>th</sup> November 2023 (via Teams).