



RECRUITMENT PACK

ADMINISTRATION ASSISTANT

JO'S CERVICAL CANCER TRUST





Dear Applicant,

Thank you for requesting further information for our Administration Assistant vacancy

Please find enclosed the below information which you should read thoroughly before starting your application:

- A full job description & person specification
- Additional Information

Closing date: 5pm on Friday 30th April 2021

Virtual Interviews: Friday 7th May 2021

If you would like to apply for this role please email your CV and a covering letter to recruitment@jostrust.org.uk

If you do not hear from us within 2 weeks of the closing date, please assume you were unsuccessful on this occasion.

Please note that we reserve the right to close this post early, should we receive a high volume of applications.

Thank you for the interest in working for Jo's Cervical Cancer Trust

The HR Team



Job Description

Job Title: Administration Assistant	Location: Office / Home based
Hours: 25 Hours per week	Duration: Permanent
Responsible To: Head of Finance and Corporate Services	Responsible For: N/A
Works With/Key Contacts: Internal Team, external stakeholders	Salary: £22,000 to £24,000 Pro rata

Background information

Jo's Cervical Cancer Trust (www.jostrust.org.uk) is the UK's leading charity dedicated to those affected by cervical cancer and cell changes (abnormalities). The charity was established in 1999 by James Maxwell following the death of his wife Jo, aged 40, from cervical cancer.

Since then we have provided advice and support to thousands of women and their families.

We offer a range of online and face-to-face support and information including: information materials, a free helpline, online forum, national and regional support days and an 'ask the expert' service. Cervical cancer is one of the most common cancer amongst young women (under 35) in the UK and Europe.

Two women a day in the UK will die from cervical cancer whilst over 3,000 women are diagnosed each year. In addition, some 220,000 a year are told they may have a cervical abnormality that may require treatment. Thanks to the NHS Cervical Screening and HPV vaccination programmes cervical cancer is a largely preventable disease. However, for those affected, the impact of cancer on a woman's life and that of her family cannot be overstated.

This is an exciting time to join the charity. In recent years awareness of our work and cervical cancer has grown significantly with annual income from £288k to £1.8m. The staff team has also significantly grown to 23 enabling us to reach more women than ever before.

Over the past few years our work has been recognised a number of times including winning a prestigious GSK IMPACT Award, Best Communications Campaign at the Third Sector Excellence Awards and a Plain English Osborne Memorial Award for our website, we have also achieved Investing in Volunteers accreditation.



Overview of the role

The post holder will have the opportunity to help the charity make a real difference by providing excellent administrative support to the Head of Finance and Corporate Services. You will be working across the teams and undertake a range of administrative functions including general administrative duties and finance support. The person should be highly organised and have at least two years of administrative experience.

The role will sit in the Finance and Corporate Services Department. It is a crucial role in sustaining and growing the charity's income, and the person who fills this role should be comfortable with a range of administrative tasks.

Overall

To provide administrative support for the Head of Finance and Corporate Services

Key tasks and responsibilities	
Administration	<ul style="list-style-type: none"> • Assist the HOD with IT Management, liaising with the charity's IT suppliers as and when required. • Source new IT equipment • Ordering stationary and equipment for remote workers when necessary • Dealing with suppliers as and when necessary, sourcing the best prices • Assist the HOD with the management of the CEO diary arranging meetings as and when required • Booking travel and accommodation • Arranging monthly team meetings, taking notes and dissemination amongst the team • Organise any other team events during the year • Assist with the general office management liaising with the building managers as required • Assist the HOD and Database Administrator with GDPR queries as and when they arise

	<ul style="list-style-type: none"> • Any other administration tasks as and when required • Assist the HOD with the annual staff HR checks • Booking bi-annually staff reviews • Booking of all staff training and maintaining the CPD records • Attend the London office to deal with any matters arising and assist visiting staff when required.
Finance	<ul style="list-style-type: none"> • Entering income onto Salesforce, including electronic printing and filing supporting documentation • Banking as and when required • Maintain the monthly Credit Card analysis sheet • Working with the Database Administrator and HOD to produce quarterly Gift Aid claims
Miscellaneous	<ul style="list-style-type: none"> • Be a supportive and participatory member of the team • Abide by the charity's policies, practices and core values • Due to nature of attending fundraising events, you will sometimes be asked to work outside of office hours and travel outside of London. • Support diversity and equality of opportunity in the workplace for both staff and volunteers



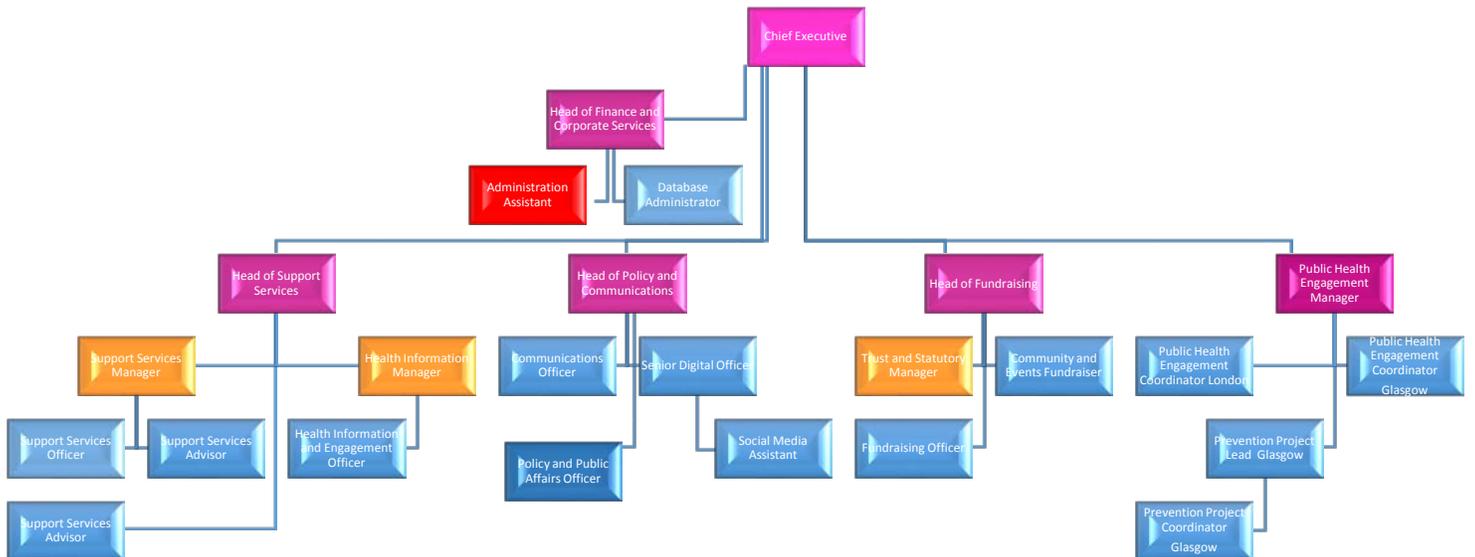
Person specification

Essential	Desirable
<p>Good standard of education including GCSE English and Mathematics</p> <p>At least 2 years office administration experience</p> <p>Experience of working with a database or CRM system.</p> <p>Excellent typing and formatting skills.</p> <p>Experience of standard office procedures</p> <p>Confident communication skills (written and verbal)</p> <p>Excellent customer service skills</p> <p>Attention to detail and a high level of accuracy in written work and data entry.</p> <p>Experience of manipulating large amounts of data and reporting on it.</p> <p>Professional telephone manner</p> <p>Ability to prioritise workload</p> <p>Strong organisational skills</p> <p>Ability to work under pressure</p> <p>Good research skills and judgement</p> <p>Sensitivity and confidentiality</p> <p>Positive attitude, particularly to new tasks and problem solving</p>	<p>Experience of working with Salesforce</p> <p>Experience of using Just Giving or Virgin Money Giving</p> <p>Experience of collecting Gift Aid and an understanding of what is involved.</p> <p>Knowledge of the GDPR rules and system</p> <p>Experience of Strategic Planning</p>



<p>Computer literate with intermediate to advanced knowledge of Microsoft Office</p> <p>Ability to work as part of a team</p> <p>Ability to work unsupervised</p> <p>Positive attitude, particularly to new tasks and problem solving</p> <p>Conscientious and willing to learn</p> <p>The ability to represent the charity in a professional manner at all times</p>	
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Position in Team





General Information

Jo's Cervical Cancer Trust is an equal opportunities employer and all employees are actively encouraged to contribute to the promotion of diversity

Values

Passion – With it we can achieve the extraordinary

Respect – We make every effort to understand and be considerate of the needs of others

Evidence – This underpins every decision we make

Collaborate – We can achieve our purpose by working together

Challenge – Through it we influence, generate changes and progress.

Working at Jo's Cervical Cancer Trust

We offer a pension contribution

Flexible working options are considered

Holiday entitlement is 25 days per annum pro rata (plus statutory bank holidays pro rata)

Please note that all offers of employment require:

- References deemed satisfactory to the Charity
- Proof of eligibility to work in the UK



About the information we collect and hold

The table set out in Part A of 0 below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in 0 of 0 below summarises the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents as described above.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Your rights to correct and access your information and to ask for it to be erased

Please contact our Data Protection Team, who can be contacted on datateam@jostrust.org.uk or 020 3096 8100 (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask Data Protection Team for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Team will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal



information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our Data Protection Team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint about the information we collect and hold

Part A

Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome
Details of your qualifications, experience, employment history (including job titles and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process	To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
Your name, contact details and details of your qualifications, experience,	From you, in the completed application form and interview	Legitimate interest: to carry out a fair recruitment process	

employment history and interests	notes (if relevant)		
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Information regarding your criminal record	From you, in your completed application form	To comply with our legal obligations	To make an informed recruitment decision
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process Information shared with relevant managers, HR personnel and the referee

Part B
Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel

Information regarding your academic and professional qualifications <input type="checkbox"/>	From you, from your education provider from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
A copy of your driving licence <input type="checkbox"/>	From you	To enter into/perform the employment contract	To make an informed recruitment decision

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.

