

1st January 2019

Administrative Assistant

Length of initial contract:	10 month contract (with possibility of extension and an initial trial period)
Start date:	March 2019 (negotiable)
Salary:	£24,000
Location:	Central London (Edgware Road tube)

The Cystic Fibrosis Holiday Fund (CFHF) was founded in 1986. Every year we help to fund holidays and short breaks for children and young people (under 25) with Cystic Fibrosis. As many as 9,000 people in the UK suffer from this debilitating disease. CF dominates their everyday routine and significantly reduces their life-span. Here at the Cystic Fibrosis Holiday Fund, our aim is to offer children and young adults with CF a respite from the disease. Holidays are imperative for the physical and mental well-being of those we help, and just about the only time during the year a family can spend quality time together, share new experiences and create wonderful, carefree memories. You can read more about our work at www.cfholidayfund.org.uk.

We are looking for an extremely motivated self-starter with a keen interest in learning more about the voluntary sector and the work of the CFHF. Please review the attached job description for more information, as this is a varied role. The position will be based in our Central London office, close to Edgware Road Bakerloo Line tube station.

The role has the potential to develop, for the right candidate, in 2020 and beyond (dependent on external funding). All necessary training will be provided.

How to Apply:

Please email your CV, and a covering letter of no more than 2 sides of A4, detailing how you fulfil the criteria of the job and why you would like the position, to laurie@cfholidayfund.org.uk

Cystic Fibrosis Holiday Fund

www.cfholidayfund.org.uk

Tel: 020 7874 7208 Email: info@cfholidayfund.org.uk

Registered charity no. 1088630 Registered company no. 4192424

Administrative Assistant: Job Description

The central focus of the role is to support the general administration of the CFHF assisting in the development and delivery of the Respite Break Grants and Family Revitalise holiday programme. The position will be based in our Central London office.

In terms of day to day activity, you will be doing the following:

- Assisting the CFHF in the management and monitoring of grants
- Assisting the Director
- Working with the CFHF database (Salesforce) and record keeping systems
- Booking flights, transfers and accommodation
- Updating the petty cash and credit card files
- Support our general fundraising activities
- Assist with events
- Undertaking general administrative duties including filing and photocopying
- Updating social media
- Keeping abreast of CF issues
- Contributing to the efficient running of the organisation

Qualifications/Skills Required:

- Good English verbal/written communication skills
- Competent with Word, Excel and Outlook
- Standard of education equivalent to 5 GCSE's including mathematics or equivalent relevant experience
- Ability to use initiative and work independently
- Good research skills and strong attention to detail
- Excellent interpersonal skills and communication skills, with the ability to communicate effectively on behalf of the CFHF
- An understanding of and commitment to equal opportunities
- An interest in the work of the CFHF

General Responsibilities

- To maintain a professional approach with work, colleagues, and other contacts at all times
- To maintain confidentiality and discretion

This job description reflects the core activities of the role. As the organisation and the successful candidate develop, there will inevitably be changes on the emphasis of duties. It is expected that the successful candidate will recognise this and adopt a flexible approach to their work and the organisation.

Cystic Fibrosis Holiday Fund

www.cfholidayfund.org.uk

Tel: 020 7874 7208 Email: info@cfholidayfund.org.uk

Registered charity no. 1088630 Registered company no. 4192424