

Administrator/Coordinator – World Hepatitis Alliance

General Information

The World Hepatitis Alliance is a Non Governmental Organisation that provides global leadership and supports action that will halt the death toll and improve the lives of people living with chronic viral hepatitis B and C. The Alliance represents over 280 patient organisations from over 60 countries and represents the 500 million people living with hepatitis B and C around the world. The Alliance has an extraordinary opportunity for an experienced administrator to support our team and help coordinate activities that will deliver real change to the lives of millions of people living with chronic viral hepatitis B or C.

This is a full- time post (see Terms and Conditions for hours and salary).

We are looking for someone who is dynamic and enthusiastic, able to work under their own initiative, and who has previous experience of managing an office.

The person appointed will ensure the smooth running of the World Hepatitis Alliance office.

The Role

- Coordinate central communications, including incoming telephone calls, mail in/out of the office and meetings
- Maintain the office diary
- Coordinate Chief Executive and President's diaries and travel commitments
- Minute taking
- Manage suppliers and office vendors as well as liaison with building owners
- Be responsible for basic bookkeeping, including raising/filing/payment of invoices, petty cash and banking
- Maintain systematic filing systems, both electronic and hard copy
- Manage human resources, including recruitment, monitoring of equal opportunities, staff and volunteer induction
- Record staff annual leave and other absences
- Create and maintain the staff handbook
- Distribute materials to the Alliance's members

- Coordinate membership applications and monitor board member elections
- Organise board meetings
- Oversee health and safety, data protection, first aid and fire safety
- Assist colleagues when required, including helping with events such as conferences, awareness raising projects, etc.

The Candidate

Essential Skills

- Previous experience of working in an administrative/office management post
- Good communication skills, including letter writing, minute taking, and a good telephone manner and ability to respond appropriately to our wide range and types of callers
- High standard of written and spoken English and numeracy
- Computer literacy, including a sound knowledge of Word, Outlook and Excel, and familiarity with using the internet and Access databases
- Awareness of the need for confidentiality, sensitivity and respect
- Willingness to work as part of a team
- Ability to take the initiative and be flexible
- Interest in hepatitis C and hepatitis B

Desirable Skills

- Experience of working in a small team/office
- Good knowledge of hepatitis B and C
- Fluency in one or more languages in addition to English
- Knowledge of basic book-keeping/experience of responsibility for accounts, budgets and banking procedures
- Experience of being involved in decision-making processes

Main Terms and Conditions

Reports to: President/ CEO

Location: London Bridge, London SE1

Salary: £26-30,000 depending on experience

Hours: 40 hours per week, flexible but must be within the core times of 9 am to 6 pm

Holiday Entitlement: 25 days per annum plus Bank holidays

Probationary Period: 6 months. The World Hepatitis Alliance reserves the right to extend the probationary period

Notice Period: 4 weeks. During the probationary period employment may be terminated by one week's notice in writing by either party

Closing Date for Applications: 3 September 2010

Please submit your CV and covering letter to Raquel.jose@worldhepatitisalliance.org