

## VACANCY

### Campaign Administrator

<b>Department:</b>	Campaign Department
<b>Reports to:</b>	Campaign Manager
<b>Direct Reports:</b>	None
<b>Designation:</b>	Permanent (6)
<b>Salary:</b>	Between £8.16 and £8.42 per hour dependent on experience
<b>Hours:</b>	37.5 hours per week – Monday to Friday 9am to 5pm
<b>Benefits / Equipment:</b>	210 hours holiday per annum (equivalent of 28 days inc Bank Holidays) Access to Newlife Pension Scheme Staff discount after 12 weeks. Access to Childcare Voucher Scheme Health Cash Plan cover at level 1 on successful completion of probationary period. Lanyard / ID badge

#### **About Newlife:**

Newlife's mission is to save and the change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help these children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Funding child health research
- Taking action to campaign for change
- Operating a 'training into work' opportunity for disabled adults
- Protecting the environment

You can find out more about Newlife the Charity for Disabled Children by visiting our website: [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

Led by the Campaign Manager, this role will have responsibility for providing administrative support to the Campaign Department including answering, responding to and fielding incoming telephone calls, distributing and collating Freedom of Information requests, sending and recording letters and supporting the development of relationships with decision makers such as MPs, Peers and service commissioners.

We need someone who has great IT skills and an organised and methodical approach to their work. We want someone who can work as part of a team, providing key support in a department that sits at the heart of Charity.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

### **Essential Requirements:**

- Substantial previous experience in an administration role.
- Great communication skills with confidence and sensitivity.
- Excellent IT skills with experience in all Microsoft Office packages and email.
- Previous experience and confidence in working with databases.
- Excellent literacy and numeracy skills.
- Excellent record keeping skills.
- Experience in ordering, invoice control and/or logistics.
- Ability to break down and analyse data where required.
- Ability to work on your own and as part of a team.
- Ability to work to important deadlines.
- Great attention to detail to ensure a good standard of accuracy in all that you do.
- Ability to work under pressure while remaining professional.
- A 'can do' attitude and dedication to achieve.

### **Desirable Requirements:**

- Previous experience of working with confidential information.
- Previous experience working in a healthcare or related environment.
- Previous experience of working for a charity.

### **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Responding to incoming phone calls, fielding to others as appropriate.
- Sending and recording letters and emails.
- Inputting data in to spreadsheets.
- Distributing and collating Freedom of Information requests.
- Arranging external meetings.
- Filing paperwork.
- Inputting and updating the Care Services database, including scanning and linking documents.

### **Additional Responsibilities / Expectations:**

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

### **Notes:**

All offers of employment will be made subject to satisfactory references being received.

All Newlife roles are subject to a 6 months probationary period.

### **Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better
- People at our heart-every day

### **Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what the current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:**

Submit a Newlife application Form which is available from our website or by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, via email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or via the post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

