

## TEAM PA

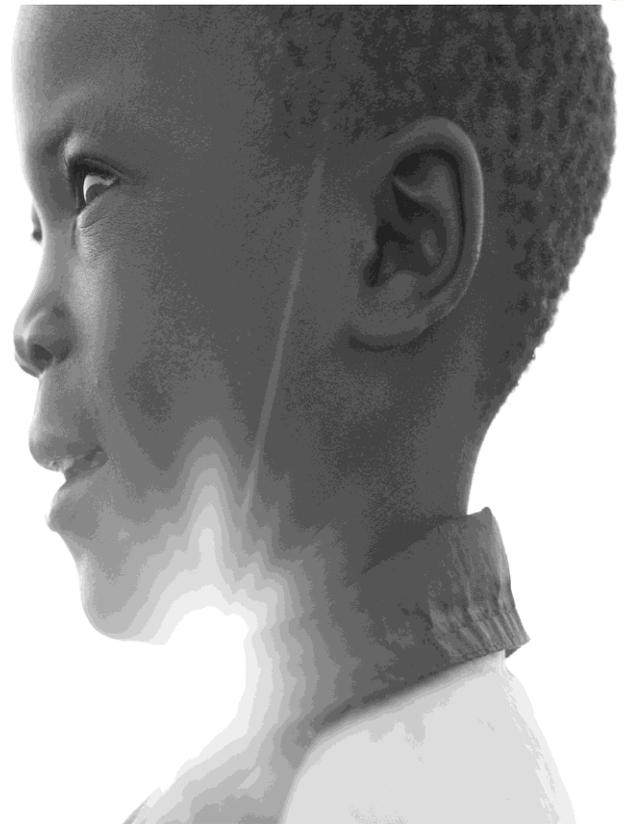
**Reports to:** Operations Manager & Executive PA

**Location:** Vauxhall, London

**Salary:** £28,000- £30,000 per annum dependant on experience + benefits

**Contract:** Full Time, Permanent

**Hours:** 35 hours per week, Monday to Friday



## JOB SUMMARY

Malaria No More UK is a dynamic and motivated partner driven charity – and we're looking for a proactive team PA who will fit in and help us all perform at our best. You'll support a team of senior staff, have a 'can-do' attitude, an eye for detail and excellent IT skills. Your organisational and communication skills will be key to helping the charity run smoothly. The role will include the obvious sorts of tasks associated with it – including minute taking, diary coordination and so on; but if you want to work with us it is not just practical skills we're looking for; but a confident, and engaging colleague to be a key part of our staff team in a collaborative and effective way.

In return, Malaria No More UK will provide you with an excellent remuneration package, opportunities to grow and develop your skills, a dynamic and effective team of colleagues and, of course, an incredible cause to support.

## ABOUT MALARIA NO MORE UK

Malaria has been described as the oldest killer disease in history; even now, despite recent progress, it claims the life of a child every two minutes. Malaria No More UK (MNM UK) is part of a global movement that is determined to make this the generation that beats this killer. To realise this vision, we need to mobilise governments, influencers, businesses and the public, inspiring them to commit funds, energy and resources to ending deaths from malaria and wiping out the disease for good. We are a small but very hard working team with ambitions and objectives that reach way beyond the expected, and every member of our team contributes to winning the fight to ending malaria, saving millions of lives and eradicating the poverty that this disease causes to so many. Together, we can end it for good

## KEY RESPONSIBILITIES

- Direct support of senior managers including diary coordination, arranging travel (UK & International) and triaging of select email inboxes.
- Providing organisational support including taking minutes and being part of the business support function.
- Being a primary contact point for external engagement including suppliers, donors and partners.
- Completion of expenses claims and company credit card receipts
- Coordinating team events and sending mailmerge invitations
- Generating reports, spreadsheets, presentations and charts
- Deputising for the Executive PA during leave periods
- Assisting with general office management and business support
- To undertake any other reasonable additional duties as required by MNMUK.

## QUALIFICATIONS, SKILLS AND EXPERIENCE

### **Essential**

- Previous PA / secretarial / administration experience in a multi-leadership environment
- Confident communication skills with an excellent standard of English
- Excellent IT skills in all MS Office packages including mailmerge, Excel, Word, PowerPoint etc
- Excellent attention to detail
- Effective minute taking
- Highly organised and proactive
- Flexible, hardworking, professional and motivated
- Team player

### **Desirable**

- Some office management experience
- Events organisation
- Basic HR and Financial understanding
- IT conversant

The interview process will include a practical test to assess key skills

This job description and person specification is a statement of requirements at the time of writing and is not contractual or exhaustive. It should not be seen as precluding future changes after appointment to this role and may be amended over time in consultation with the Operations Manager

## STAFF BENEFITS

- 10% employer pension contributions
- 28 days' annual leave plus 8 bank holiday days
- Interest-free staff season ticket loan and bicycle loan schemes
- Employer's childcare voucher scheme
- Continuing personal development opportunities
- Professional training & qualification subsidy



To apply, please send your CV and a covering letter explaining how your skills and experience match our requirements to [recruitment@malarianomore.org.uk](mailto:recruitment@malarianomore.org.uk) by 5pm on 21<sup>st</sup> March 2019  
Interviews and start date asap.