

## Administrative Assistant

### FULL JOB DESCRIPTION

**Reporting to:** Senior Administrator

**Direct Reports:** Nil

**Main purpose of the job:**

To provide a professional administrative service as part of the office administration team, primarily to members of the fundraising team and others as required.

**Principle Accountabilities:**

The role will involve a number of tasks and accountabilities including but not limited to:

1. Co-ordinate diaries for the Director of Fundraising and the fundraising team including booking one-to-ones and team meetings
2. To provide administrative support to the fundraising team maintaining a diary of events and deadlines, answering the telephone, emailing, constructing letters (in particular timely thank you letters) and typing as required.
3. To respond to enquiries from supporters, health professionals, media – all who deal with MS Trust fundraising as required or directed.
4. To accurately maintain the MS Trust database as required in line with MS Trust procedures. To maintain other fundraising spreadsheets as required.
5. To source fundraising materials, place orders and liaise with suppliers as required.
6. To produce fundraising information packs and co-ordinate their despatch.
7. To provide fundraising support to all event participants including despatch of fundraising materials – T shirts etc.
8. Provide cover for other administrators when required including answering the telephone.

*The list of duties in this job description is not intended to be complete but is expected to act as a guide to main areas of key responsibilities.*

**Key Contacts:**

The post holder will be expected to work with others as shown below:

Internal	Who	Nature
	Fundraising Director	Provide administrative support as required and detailed above.
	Senior Administrator	Line Manager Provide administrative support as required and detailed above.
	Fundraising	Provide administrative support as required and

	team	detailed above.
<b>External</b>	<b>Who</b>	<b>Nature</b>
	Supporters	Support for fundraising events by responding to enquiries. Constructing, typing and mailing timely thank you letters.
	Suppliers	Obtaining quotations, placing orders, liaising re deliveries.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
Qualification level and subject, experience/ background	Experienced office administrator	
Specific knowledge/skills (technical)	Experienced user of Microsoft Office including Outlook, Excel, Word and Access. Excellent administrative skills including planning and prioritising workload.	
Personal attributes (personal)	Excellent written and verbal communications skills. Good interpersonal skills.	
Business acumen (marketing)	Able to promote the work of the MS Trust to prospective fundraisers and a wider audience.	
Team player/ management skills (as appropriate)	Able to work flexibly as part of a team, using own initiative where appropriate.	
Other	A commitment to the work of the charity.	

Length of time it would take someone with the essential requirements of the post, to reach full competence in the role (please circle as appropriate):

<less than one month / **2 – 6 months** / 7 – 12 months / 13 months – 3 years / 3 – 5 years / 6 – 10 years / 10 – 15 years / 15 years plus>