



Job Description:

Job Title: Administrative Assistant

Accountable To: Cancer Champions Manager

Hours per week: 28 hrs

Contract end date: 31st March 2027

Salary: £24,943.00 pro rata (£19,946.64 per year for 28hrs)

Location: Belfast Office

Principal Role

The Administrative Assistant will provide overarching administrative and office support for Rainbow Project's new Macmillan-funded Cancer Champions service, improving the lives of those who have been impacted by cancer across Northern Ireland. The Administrative Assistant will also play a key role in supporting the Finance Manager in day-to-day office functions and upkeep of the Rainbow Project estate, and other administrative duties that in accordance with the needs of the organisation.

Key Responsibilities

- To provide an efficient and effective reception and telephone service, acting as the first port of call for all external communications as well as general mail, staff post and telephone enquiries other forms of correspondence to the Rainbow Project.
- Welcoming Service Users and visitors and showing sensitivity in dealing with the emotive issues involved in the service we provide.
- Support the Cancer Champions staff and volunteers with additional administrative duties pertaining to their roles e.g., Database management, surveys and compiling community experiences.
- Reporting and booking in repairs and general maintenance when required, ensuring the sign in of all visitors to the building.
- Procurement of office and other supplies as required by the organisation.
- Issuing purchase orders.
- Dealing with emails, sorting, responding, and forwarding to correct personnel.

- Recording information onto spreadsheets or Quickbooks; no experience necessary, training will be provided.
- Scanning, photocopying and filing.

Demands

- The post holder will represent the Rainbow Project professionally and effectively to external stakeholders.
- The post holder will be expected to handle a varied workload, this may include some evening and weekend work.
- The post holder will undertake regular travel between Rainbow Project's offices and to other locations as required.
- The post holder will undertake any other tasks that may be requested, commensurate with the nature and level of the post.

General responsibilities

- To work collaboratively as part of the Rainbow Project staff team to develop and achieve shared goals and objectives.
- To contribute to the general administration, good running and development of the Rainbow Project, while adhering to safeguarding, confidentiality, data protection, health and safety, equality and other organisational policies.
- Monitor your own continuing professional development and identify training, growth and development opportunities.
- To maintain good relationships with colleagues, volunteers, and other stakeholders, while also upholding high standards of professional accountability.

This job description is subject to change in consultation with the post holder.

Person Specification Essential

1. Strong interpersonal skills, including the ability and flexibility to
 - work cooperatively and collaboratively.
 - build relationships and work effectively with a wide range of stakeholders and colleagues.
2. Excellent communication skills, including verbal and written.
3. Strong organisational skills.
4. Excellent attention to detail.
5. An ability to work on your own initiative and organise and develop concurrent work within an agreed timeframe.

Desirable

1. Knowledge and experience of ICT and software, including, MS Word, emails, MS excel.

2. Previous experience working within the charity sector, particularly with an LGBTQIA+ organisation.