

Secretarial Support for Senior Retail and Communications Managers

Department: Retail / Communications

Reports to: Head of Retail / Communications and Marketing Executive

Direct Reports: None

Designation: Permanent (5)

Salary: £10.00 per hour

Hours: 42.5 hours Monday to Friday 8am – 5pm

Benefits / Equipment:

Annually 28 days holiday inc. Bank Holidays (238 hours)

Access to Newlife Pension Scheme

Staff discount, following 12 weeks service

Health Cash Plan at level 1 (worth up to £925.00 per year)

About Newlife:

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

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

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website: www.newlifecharity.co.uk

Post Summary:

This is a new full time role created to support two Senior Managers who are responsible for Retail and Communications. Our organisation continues to grow and so support for these manager is important for the smooth and efficient running of the organisation and it will help these managers focus on their work, if they have the knowledge and confidence that their day to day administration and diary management is under control.

We are looking for a candidate who can prioritise, is a great communicator and has excellent attention to detail and record keeping. Being equally good with numbers and literacy goes with the role and being able to communicate at all levels, in confidence and trust will be a daily requirement in supporting these Managers.

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:

- Significant Administration experience
- Prior experience in a similar role working in a confidential manner
- Excellent time management skills and the ability to prioritise work
- Analytical skills with data (mainly Excel based)
- Engaging personality which supports building great relationships within the organisation
- Ability to create professional relationships whilst maintaining high levels of confidentiality
- Great communicator - written and verbal
- Excellent record keeping ability
- Highly competent with all Microsoft software and email with a willingness to learn new technology systems such as Epos and Google lives sheets, etc.
- Able to travel to meetings as required with own transport or with use of a pool car.

Desirable Requirements:

- Experience of supporting more than one manager is useful
- Previous experience in Retail and Customer Service
- Previous experience in Communications

Primary Responsibilities:

In respect of Newlife you will have responsibility for:

- Diary and time management of Head of Retail / Communications and Marketing Executive
- Internal and external meeting management – ensuring that the Head of Retail / Communications and Marketing Executive are always well prepared including ensuring appropriate travel and hotel bookings.
- Managing general correspondence.
- Screening telephone calls (internal/external) for the and responding to enquiries on their behalf where required / able to do so.
- Take and transcript minutes at meetings, as required and drive forward action points as required.
- Liaison with external companies in the course of carrying out day to day activities.
- Managing financial records (incl. raising of purchase orders and processing of invoices for support costs) and financial claims for the Head of Retail / Communications and Marketing Executive.
- Completing stationary orders for the department.

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 and www.newlifestores.co.uk/landing/ or see what current employees say by visiting www.newlifecharity.co.uk/docs/about/employment.shtml

To apply:

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to peopleteam@newlifecharity.co.uk or by 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 or 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

