



JOB DESCRIPTION

Job Title:	Administrative Support Officer
Employer:	Western Isles Cancer Care Initiative (WICCI)
Location:	Stornoway
Contract:	Fixed Term until May 2024
Salary:	£8,500 per annum, 5% pension contribution, 1.7% annual salary increase
Hours of work:	18 Hours per week (flexible by mutual agreement with employer)
Reporting to:	Development Manager & WICCI Charity Trustees

Overview

The Western Isles Cancer Care Initiative provides financial support to those affected by cancer in the Western Isles through a unique partnership agreement with Macmillan Cancer Support. This post is fully funded by Macmillan Cancer Support.

This post requires an experienced administrative officer to support the Development Manager in the day to day operation of the WICCI project.

The post holder will work closely with the Development Manager in the management and operation of the WICCI Social Fund and will require good communication and organisational skills. A proven track record in an administrative environment and experience of working with charities and with sensitive information is advantageous.

As Administrative Support Officer you will:

- Be involved with the day-to-day administrative duties of the Charity.
- Manage the WICCI Social Fund in partnership with the Development Manager
- Be highly organised with good communication skills, both face to face and over the phone.
- Have a discreet, sympathetic and compassionate manner.
- Be required to deal securely and discreetly with highly confidential cases and information.
- Be involved in maintaining and creating social media and website content and promotion for the Charity.



PERSON SPECIFICATION

POST TITLE: WICCI ADMINISTRATIVE SUPPORT OFFICER

CRITERIA		ESSENTIAL		DESIRABLE
Qualifications	E1	Educated to HNC level or equivalent work experience	D1	HND in relevant subject
Experience	E2	Experience of working in an administrative environment	D2	Experience of working with a charity
	E3	Experience of dealing with confidential information	D3	Experience of working with funding applications
	E4	Experience of dealing with people both face to face and over the phone.	D4	Experience of undertaking research and producing reports
Knowledge & Skills	E5	Excellent IT skills, particularly in MS Office and use of Social Media	D5	Knowledge and understanding of the Cancer Care journey in the Western Isles
	E6	Good communication skills, with an ability to present and interpret information	D6	Knowledge of the challenges faced by those with cancer in the Western Isles
	E7	Ability to work on own initiative and as part of a team		
Other Factors	E8	A discreet, sympathetic and compassionate manner.	D7	Ability on occasion to work weekends or evenings