

## **Administrative Assistant**

### **Paget's Association**

Applications are invited for an administrative assistant to join a small but dynamic team at the Paget's Association, based in Swinton, Manchester. The Paget's Association is a national UK charity which provides support and educational resources for patients, carers and health professionals on Paget's Disease of Bone. It also supports research into the causes and treatment of the disease.

**Contract:** The post is available immediately, for a period of 12 months, in the first instance.

**Hours:** Full time (37.5 hours/ week), but applications will be considered from individuals who wish to work part-time.

**Salary:** £21,089 to £23,761 (pro-rata). The starting point will depend on previous experience.

#### **Knowledge and Experience**

The successful applicant will have previous experience of working in an office environment and will have well-developed interpersonal and written communication skills. Experience with Microsoft Word, Outlook and Excel are essential. Experience in the use of social media such as Twitter and Facebook would be advantageous, as would previous experience in the NHS, an academic environment or in the charity sector.

#### **Role and Responsibilities**

The successful applicant will report to the Office Manager but will also work closely with the Specialist Paget's Nurse, the Chairman and the Trustees of the Association. You will contribute to the administration of the membership of the Association and will play a key role in communication with members by telephone, email and letter. You will play a key role in publicising and disseminating activities of the Association through social media channels. You will contribute to the production of the Association's Newsletter; assist with the organisation of Board meetings and other meetings of the Association, and assist the Office Manager and Specialist Paget's Nurse with administrative tasks.

#### **How to Apply**

Please submit a curriculum vitae giving details of your previous experience, accompanied by a covering letter indicating why you are interested in this role and whether you wish to work full time or part-time. The documents should be sent by email to Sue Clegg, using the following email address: [sharedoffice@paget.org.uk](mailto:sharedoffice@paget.org.uk)

The closing date for receipt of applications is Thursday 11th April 2019. The interview process will be in two parts. It is anticipated that shortlisted candidates will be asked to attend the Association's office, in Swinton, to complete a practical skills test on either 30th April or 1st May. Following this, a selection of candidates will be invited for formal interview which is likely to be on Thursday 2nd May.

**The Paget's Association, Suite 5, Moorfield House, Moorside Rd,  
Swinton, Manchester, M27 0EW**

**Tel. No: 0161 799 4646 Website: [www.paget.org.uk](http://www.paget.org.uk) email: [sharedoffice@paget.org.uk](mailto:sharedoffice@paget.org.uk)**