



Steel Bones- Administrator, Bury St Edmunds, Suffolk

Administrator - Home Based - Spider are advertising on behalf of a Suffolk based charity **Steel Bones**, that helps amputee families live life to the full, helped by a proactive peer community. The support they provide empowers the amputee and their family and friends helping in moments of stress and crisis. They are now recruiting an **Administrator / Coordinator** to join their team working remotely.

The **Administrator / Coordinator** will play a crucial role in the team and will provide assistance to the Director on coordinating meetings, emails, events, and volunteers. You will be prepared to work proactively and at pace with the ability to hit the ground running. This is a small, new charity but one that punches above its weight and growing very quickly. They operate a very busy and responsive environment. They are looking for someone who has a passion to make a difference and wants to be part of something growing bigger and helping more families each day!

Other responsibilities include:

- Assisting with managing meet up events
- Proof reading documents & letter drafting
- Sending email reminders about events to community
- Log all funding dates and monitor reports and evidence
- Collate all survey data, send out survey reminders
- Manage the charity email account
- Cover the phone line when volunteers are not able to
- Coordinate meetings & diary management
- Assist with marketing including mail outs
- Research venues & booking training events
- Monitor potential national events for attendance
- Regularly communicating with operations steering group
- Assist with bookkeeping finding receipts
- Helping keep in contact with volunteers
- General administration as required

The ideal **Administrator / Coordinator** will have at least 3 years' experience within a similar role and have excellent communication skills with the ability to communicate with people at all levels. You will also be approachable, proactive, and work well within a team. You will be confident with IT and have experience using Microsoft Office 365. It would be beneficial if you understand the impact amputation has on individuals and their families.

This is a 3-year contract position and currently 20 hours per week, building to 40 hours per week in year 3 should funding be secured. Days and times are to be arranged.

On offer is a salary of £22,880 per annum, pro rata. This is a work from home role with travel expenses paid for meetings that you may need to attend across the region. These happen at least once every 2 months as we try to keep costs to a minimum, we meet at least once on zoom every week.

This is a family friendly organisation whose team work around their family's needs and welcome applications from all backgrounds.

If you have the relevant skills and experience and would like to be considered, please apply by forwarding an up-to-date CV as soon as possible. We look forward to hearing from you.

If you require any reasonable adjustments such as access or information in an alternative format, please inform us soon as you are able so that we can make the appropriate adjustments.

Please check your email inbox and spam / junk mail folder for any email correspondence for this role.

Closing Date: 3rd June 5pm

This vacancy is being advertised and handled by Spider, an Online Job

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