



## **ALK Positive Lung Cancer (UK)**

### **Operations & Administration Officer**

#### **Job Description**

##### **Summary**

The Operations & Administrative Officer will play a key role in supporting the effective running and growth of the charity. This is a varied, hands-on role involving operational support, fundraising, event organisation, project support and office administration. The postholder will work closely with and under the direction of the CEO.

##### **Responsibilities**

###### **Organisational Support**

- a. Provide administrative and operational support to the CEO, including preparation of reports, documents, and presentations.
- b. Assist with data collection, monitoring, and reporting.
- c. Support planning, coordination, and follow-up of meetings, including action tracking.
- d. Research potential funding opportunities, including grants, trusts, foundations, and public funding.
- e. Support the preparation and submission of funding applications and supporting documentation.
- f. Assist with funder reporting, monitoring outcomes, and maintaining funding records.
- g. Contribute to the development of fundraising strategies and income-generation activity.

###### **Projects & Programme Support**

- a. Assist with the development and delivery of projects and programmes.
- b. Support project planning, including budgets, timelines, and delivery plans.
- c. Help monitor project progress and outcomes against agreed objectives.
- d. Liaise with partners, suppliers, and stakeholders as required.

###### **Events & Engagement**

- a. Support the planning, organisation, and delivery of charity events and activities.
- b. Assist with event logistics, promotion, and coordination.
- c. Support post-event evaluation and reporting.

## **Operations & Compliance**

- a. Support day-to-day operations to ensure smooth and efficient delivery.
- b. Maintain records, policies, and procedures.
- c. Ensure work is carried out in line with charity policies, funder requirements, and relevant regulations.

## **Patient Information Forum**

- a. Administer the PIF Tick process.

## **General**

- b. Contribute to the continuous improvement of systems and processes.
- c. Carry out any other reasonable duties in line with the role and the needs of the charity.

## **Skills**

### **Essential**

- Strong organisational and administrative skills
- Good written and oral communications
- Ability to manage multiple tasks and priorities
- Confident in working both independently and as part of a small team
- Competent user of Microsoft Suite

### **Desirable**

- Experience working or volunteering in a charity or non-profit organisation
- Experience supporting funding applications or fundraising activity
- Experience supporting projects or events
- Experience with Mail Chimp and Monday.com