



Harold Wood Polyclinic, St Clements Avenue, Harold Wood, Essex RM3 0AR

01708 386 399 enquiries@tremor.org.uk tremor.org.uk

Job Description

Job title: Freelance Business Administrator	
Place of work: Hybrid	Charity: National Tremor Foundation
Working hours: 15 per week	Salary Range: £12 per hour
Description of the Charity: The National Tremor Foundation (or NTF as we are known) is a charity where we aim to provide help, support and advice to all those living with all forms of neurological tremor irrespective of age. The foundation is a charity dedicated to people with tremors – its mission is to provide advice, support, publish information and promote research.	
Reports to: Chair	Supervises: Trustees
Works with: Trustees, Digital Consultant, Support Group Co-Ordinator, Support Staff, Volunteers, members of the public	Size of the work team: 1-10
Job purpose: To help support with the co-ordination of the NTF, its Trustees, Digital Consultant, Support Staff and Volunteers by driving the day-to-day activities forwards.	
Duties & responsibilities: <ul style="list-style-type: none"> • To become a recognisable face for the NTF and actively engage with trustees, volunteers, professionals, and members of the public through email, social media, telephone, face to face and virtual engagements • To manage the NTF enquiries email box, triage, reply and signpost queries to the most appropriate person • To assist the with the management of content of the website under the direction of the Digital Consultant • To be a point of contact for and maintain our events calendar with the guidance of the Support Group Coordinator 	

Honorary President: Lord Julian Fellowes

Board of Trustees: Chair: Miss K Reilly MSc, BSc (Hons)

Treasurer: Mr K Flaxman, Professor L J Findley TD MD FRCP, Dr P Bain MA MD FRCP MBBS, Mr K Harfoot

Registered Charity 1043013

- To create and schedule social media posts within Facebook, Twitter and Instagram with support from other members of the team
- To help organise events including seeks and securing venues, management of invoices, arranging speakers, supporting trustees and support group coordinator with travel arrangements etc.
- To assist with the creation of newsletter
- To assist with supporting volunteers with the organisations and co-ordination of fundraising events
- Schedule Trustee meetings developing agenda, minutes and following up of action plans
- Any other reasonable request within the post holder's skill set

Working conditions:

- Freelance/contract
- Home based/Hybrid
- Occasional evenings and weekends in contracted hours
- Requires own IT and office equipment

Minimum level of education:

- GCSE Math's grade C or above
- GCSE English grade C or above
- A level or equivalent in IT related subject

Skills required:

- Good working knowledge of Microsoft applications including word, excel and MS Teams
- Good working knowledge of other digital systems and technology (training can be provided for specific tasks requiring any specialised knowledge)
- Minute taking
- Agenda setting
- Diary Management
- Events Organising
- Fundraising
- Organised
- Digital cloud-based filing

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- Attention to detail
- Report writing
- Email management
- Generalised administration tasks
- Able to identify opportunities to improve on existing services

Competencies required:

- Excellent communication skills with a range of people in varying roles
- Compassionate
- Problem solving ability
- Able to use initiative
- Know when to seek advice and support
- Able to work independently and part of a time
- Excellent time management
- Flexible working to meet the need of the NTF
- Proactive
- Understand and comply with data protection regulations and confidentiality

Qualifications/trainings required:

Evidence of minimum level of education

Prior experience:

- Minimum of two years previous administration experience required
- Knowledge and prior experiences of working with different IT packages including word, excel, teams etc.
- Knowledge and prior experience of using social media, Facebook, Twitter and Instagram for professional use

Other:

- 2 referees will be required to support this application
- A Disclosure and Barring Service (DBS) check will be required

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