

Administrator Job Description

Context and Purpose

The purpose of this role is to provide administrative support to the organisation.

Reporting

This role reports to the Director of Finance and Administration.

Responsibilities

- **Office and facilities administration**
 - Liaison with office owners about accommodation, facilities, services and supplies to ensure smooth running of charity HQ.
 - Ordering office stationery and supplies.
 - Off-site storage oversight and organisation.
 - Printer supplier contract management.
 - Implementation of the Health and Safety action plan and obtaining landlord documentation on a timely basis.
 - Maintaining a log of laptops, organising new laptops where required and the return of laptops from leavers.
 - Maintaining company credit card and petty cash records.
- **Lead responsibilities**
 - Office Fire Warden.
 - Office First Aider.
- **Senior Leadership Team support**
 - Researching, organising and booking travel.
 - Support for diary management.
 - Meeting venue sourcing research, organisation and booking.
 - Expenses administration.
 - Project implementation support as required.
 - Venue sourcing, travel, accommodation and refreshment support for staff and team away days as required.
- **Trustee Board support**
 - DBS checks for new Trustees.
 - Updating Trustee induction pack.
 - Maintaining contact details.
 - Booking training for Trustees and maintaining Trustee training records.
 - Supporting Trustees travel to meetings, including researching and booking travel and accommodation.
 - Sending diary invites for Board and Committee meetings as required.

These responsibilities may change depending on the needs of the organisation and as agreed with the line manager.

Experience

Experience is sought in the following areas:

- General administration in a busy office environment, ideally with a dispersed workforce working in the office and at home throughout the UK.

- Meeting logistics organisation including venue identification; venue booking liaison; travel booking; accommodation booking.
- Processing confidential information about staff and partners in compliance with GDPR.
- Working with international partners would be ideal but not essential, including multiple cultures and currencies.

Location

Office based in Bristol.

Annual salary

£24,000 per annum FTE, pro-rated for part-time working, including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

Contract Type

Permanent.

Hours of Work

20 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

Annual Leave

25 days annual leave and statutory & public holidays pro-rated for part-time working. The Charity's holiday year runs from 1st April to 31st March.

About Meningitis Research Foundation (MRF)

Over the past 30 years MRF has developed into the world's leading meningitis charity working both in the UK and internationally to defeat meningitis wherever it exists.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems. We provide direct support to people and families affected. We believe that working in partnership, the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Our flagship work includes:

- Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](#).
- Running the [Confederation of Meningitis Organisations](#) (CoMO) which represents over 125 like-minded members in more than 50 countries.
- Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](#), now used over 50,000 times in more than 100 countries.
- Co-leading on the advocacy and engagement pillar of the new global road map with UNICEF.

- Providing a secretariat support function for the [Global Meningitis Genome Partnership](#) building on the establishment of the Global Meningitis Genome Library.
- Delivering an internationally renowned [research conference](#) every 2 years showcasing latest cutting-edge research on meningitis from around the world.
- [Funding research](#) into meningitis, especially related to genomics and the lifetime impact of meningitis.
- Providing a world class website and support service that has over 2 million uses each year.

Our values

Our values are extremely important to us and mean far more to us than words on a page.

We are evidence-led.

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

We operate with integrity.

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

We pursue our goals with determination.

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

We are a passionate advocate.

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

We collaborate to make progress.

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

We act with compassion.

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

More information can be found on the MRF [website here](#).

About meningitis

Meningitis and septicaemia are serious, life-threatening illnesses. Meningitis is the swelling of the meninges, which is the lining around the brain and spinal cord, caused mainly by germs entering the body. Septicaemia is blood poisoning caused by the same germs that can cause meningitis and this blood poisoning causes sepsis. Meningitis and septicaemia can kill in hours. Anyone, anywhere of any age can get meningitis and septicaemia, although some people are at higher risk than others.

Together, meningitis and neonatal sepsis (sepsis in babies under 1 month old when it is difficult to distinguish from meningitis) are the world's second biggest infectious killer of children aged under 5. They kill more under 5's than malaria as well as being a leading cause of moderate to severe intellectual disability worldwide.

The impact of the disease can be devastating for individuals and families. When we ask them what they want us to do on their behalf, families commonly say "Please make sure no one else has to go through what we have".