

## OFFICE ADMINISTRATOR

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<b>Salary:</b>	£25,000 to £29,000pa
<b>Hours:</b>	9am-5pm Monday - Friday
<b>Location:</b>	Stevenage, Herts (hybrid working - 3 office days)
<b>Contract:</b>	Permanent, Full Time
<b>Travel:</b>	Some travel may be required
<b>Pension:</b>	Yes
<b>Accountable to:</b>	Director of Operations

### The Role

At the Anne Robson Trust, we believe that no one deserves to die alone. Everyone should have the support, companionship, and comfort they need at the end of life.

As our Office Administrator, you will play a vital role in helping us achieve our mission to improve end-of-life experiences. Through our work with healthcare organisations, education initiatives, and accessible digital resources, we aim to provide compassion, companionship, and practical support to those facing the end of life. Your responsibilities will include providing administrative support to the team and carrying out general office duties to help ensure smooth and efficient day-to-day operations of the Charity

### The Charity

Since we were founded in 2018 by Liz Pryor, the Anne Robson Trust has been dedicated to the belief that no one should face death alone. As a growing and ambitious charity, we work with healthcare organisations, educate communities about death and dying, and challenge the taboos that surround mortality.

We empower our team members to take ownership of their roles and contribute to strategic decisions that shape the Charity's future. Our collaborative and supportive culture encourages personal and professional growth, and we are excited to welcome enthusiastic, positive, and forward-thinking individuals to join us on this meaningful journey.

### Key Responsibilities

- Provide administrative support to both our Project Managers and Partnerships Manager for our work with healthcare organisations
  - Provide administrative support to the team
  - Carry out general office duties to help ensure smooth and efficient day-to-day operations of the charity
  - Coordinate our info@ mailbox and enquiries received through our volunteer software
  - Welcome and host guests and visitors
  - Take pride in, and ownership of, the day-to-day requirements of the office
  - Make logistical arrangements and bookings for the team and external stakeholders
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