

## **Office Admin Manager Job / Rheolwr Gweinyddol y Swyddfa**

***A rewarding Office Admin Manager job making a difference to people affected by cancer. Based from the heart of Cardiff City Centre in a friendly, supportive and values focused team this is a fantastic Admin Manager job. It's the perfect opportunity to bring your own admin and daily office operational and management skills to the fore and feel job satisfaction.***

### **The Office Admin Manager job:**

Being responsible for the daily running of our Cardiff City centre Head Office means you'll make sure our offices look and run well so they're ready for our staff, volunteers and visitors, supported by our office based Administrator.

Reporting into our HR function you'll support a lot of our general admin in HR, IT and Finance areas and keep the office environment and its operations running without a hitch. Naturally computer, processes and systems work is your forte and you're an all round people person willing to roll up your sleeves and work together with colleagues.

It means you're someone who handles any problems with common sense and works proactively in an organised way whilst also coming up with positive solutions and inspiring the people around you in your attitude and approach

You'll find it a varied Office Admin Manager job and a key role for all the work we do here.

That means doing things like preparing meeting rooms, overseeing post and deliveries, welcoming visitors and being on top of our stock and stationary.

You'll be the first contact for general office queries helping staff across all departments or liaising with the building's landlord. We're lucky to have volunteers supporting us in the office too so overseeing this will also be part of your role including helping with our new starter orientations.

So, it really is a job that will offer you the experience of contributing to the work of a cancer charity, allow your skills to shine and bring the opportunity of working with a great bunch of people.

*The type of work or job roles you may have done to match the job requirements are: Office Manager, Admin Manager, Senior Admin Officer, Office Assistant Admin Manager, PA/Office Manager*

*Your key matching skills may be particularly strong in admin, processes, communication,, and you've experience of leading or supporting office management before. To be one of US you'd need to share our values and be collaborative, inclusive and a supportive person who takes pride in doing a great job*

If you're keen to apply we can't wait to hear from you. We'd like your CV and a Covering Letter to demonstrate how you have done this type of Volunteer Officer role already and match the job essentials. We're looking for skills to show us you've:

## The Logistics

The Full Job Description and Person Specification:

<https://www.tenovuscancercare.org.uk/media/ghicrghh/office-admin-manager-job-description.pdf>

- 35 hours per week typically 9-5 with some flexibility around the needs of the role offered
- Based from our Cardiff City Centre Head Office
- £26,000 - £28,000
- Apply by: 10<sup>th</sup> December with CV & Covering Letter to demonstrate where you meet the essential requirements in the Job Description and Person Specification
- Email your CV & Covering Letter to [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk)
- In person interviews held in our Cardiff Head Office – week commencing 16<sup>th</sup> December

## Your Staff Benefits

In return you'll be part of a people orientated culture, make impact through a worthwhile cause and have Staff Benefits such as:

- A generous 35 days annual leave including public holidays that increases with length of service (pro rata'd for part time staff)
- Your birthday off work once you've been here for 12 months.
- Opportunity to buy up to 10 days of additional annual leave per year
- Occupational sick pay after completion of probationary period
- Contributory pension scheme
- A tailored induction and support programme to help you succeed and excel
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
- The opportunity to participate in staff volunteer activities to support the wider organisation
- The opportunity to learn from, grow with, support and develop people who volunteer with US

## About us

Around 20,000 people are diagnosed with cancer in Wales every year. We're proud to support over 10% of those and we want to be there many more.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

We're committed to listening to the real experiences of people affected by cancer in Wales to drive the changes that make a difference.

## More about US

At Tenovus Cancer Care we're committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We're proud to

be an equal opportunities employer who does not discriminate based on the Equality Act 2010's Protected Characteristics. All qualified applicants will receive equal consideration for employment and we will adjust our recruitment processes where we can to support people who wish to join us.

When our people talk about working here they're proud to reflect our values. They'll use words such as friendly, fun and welcoming to describe their experience and love our work culture around job flexibility. As well as it being a nice place to work for a good cause the staff benefits are good. On top of the above we've got a stylish Head Office in the heart of Cardiff and things to support you in and out of work like an interactive induction programme, an accessible Learning Platform, development opportunities and experienced managers. Plus a Staff Social Committee who organise regular get togethers!

## Your Personal Data

We're committed to being transparent about how we collect and use that data and to meeting our data protection obligations and you can find full details about this in our Job Application Privacy Notice here on our Work for us page on the Tenovus Cancer website.

Should you have any queries regarding the use of your personal data, please contact [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk)

