



Office and Administrative Assistant

CoppaFeel!

Based at Boob HQ, London

Full time

£21,000

ABOUT COPPAFEEL!

CoppaFeel! exists to educate and remind every young person in the UK that checking their boobs isn't only fun, it could save their life. We are the first breast cancer charity in the UK to specifically focus on the needs of young people, aiming to help them develop new, sustainable, and healthy habits that could one day save their life.

We are a small team with a big voice. We were founded out of a need to correct the disadvantage that young people experience when they are not represented in or cannot see themselves reflected in the work of other organizations working in this space. That means that many young people are diagnosed late, or die from this disease. Our team is driven to change this.

CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering everyone to be proactive about their health and body, as well as their outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here and continue to be supported by people like you, we will do all we can do to make sure that this doesn't continue to happen.

KEY ROLES

This person will be the first point of contact for our supporters and guests with CoppaFeel! Welcoming guests, answering the phone and responding to emails, you will provide a warm introduction to the charity and ensure that enquiries are directed to the right people. Responsible for the office and providing administrative support, you will play a key role in making sure that Boob HQ runs smoothly.

POSITION IN ORGANISATION

Reporting directly to the Director of Business Support

DUTIES AND RESPONSIBILITIES

We have an exciting opportunity for an individual to manage our new office space providing administrative support to our team. We are a growing and ambitious team and this newly created role has been introduced to introduce processes and systems to facilitate a more effective way of working as well as to provide support to the team. You need strong communication and organisation skills, good attention to detail and be confident and comfortable talking to all levels of stakeholders on a daily basis.

Key deliverables will include:

- Responding to beneficiaries, supporters and suppliers that reach out to CoppaFeel!, responding to enquiries over the phone, over email and in person.
- Office management including: maintaining printers and stationery supplies, overseeing recycling and waste management at HQ as well as the procurement of office services equipment and supplies.
- Management and oversight of HQ suppliers and providers such as IT, utilities, cleaner
- Managing and organising materials at Boob HQ, including gathering quotes and management of suppliers
- Ensure that the office space and facilities are organised and maintain office efficiency and productivity by planning and implementing office systems and layouts, allocating and managing office and storage space and procuring relevant equipment.
- Ensure provision of an adequate supply of materials and supplies including equipment, stationery, and sundries. Where suitable and cost-effective source 'green' suppliers and environmentally friendly products, promote recycling, sustainability, and reduction of office waste.
- Responding to ad hoc enquiries from beneficiaries, supporters, suppliers and members of the public
- Track and stock check CoppaFeel! merchandise, dealing with customer queries
- Manage the relationship with the fulfillment house and other suppliers.
- Accurate data entry on our database
- Responsible for overseeing all post, both incoming and outgoing (including trips to the post office) and overseeing post with Royal Mail, Parcel Force etc
- Any other matters required for the smooth running of the office and the support of the work we do.

SKILLS, EXPERIENCE & QUALIFICATIONS

- Experience working in an office environment
- Experience using google workspace products (gmail etc), microsoft office and excel
- Ability to work with staff, stakeholders and volunteers at varying levels across the organisation.
- Drive, enthusiasm and strong personal commitment and interest in the work that we do
- Good organisational skills and ability to manage multiple projects and deadlines
- Experience utilising databases and managing data entry
- Experience managing and motivating suppliers

WHAT YOU CAN EXPECT FROM US

In return for your commitment and enthusiasm, we offer a positive, friendly and tremendously motivating working environment. We are a small charity which means that you will be involved in more areas of the organisation than you would in a large one. We find this really fuels our staff's development and understanding of the charity sector overall. We are also at a very exciting turning point and growing quickly - something that you would have a large role in steering. We encourage self-development and believe this role, at this time would be a pivotal moment in a career as well as in CoppaFeel!'s history!

EQUALITY, DIVERSITY & INCLUSION AT COPPAFEEL!

At CoppaFeel! we support a diverse range of communities and we understand that effective recruitment is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from people identifying with a minority ethnic background, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognize the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.