

Programme Administrator

Are you an expert in organisation with a passion for making a difference? Do you thrive in dynamic environments where no two days are the same? If so, we have the perfect opportunity for you!

Salary: £10,772.50-£13,465.62 (depending on hours worked)
Contract: 3 years fixed term
Hours: 15-18.75 hours per week; flexible working
Location: UK, remote working

The Job:

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association (UKKA) is the leading professional body for the UK kidney community. The Kidney Quality Improvement Partnership (KQIP) team is dedicated to developing, supporting and sharing improvement in kidney services to improve people's health and add value.

This newly established role will be crucial in ensuring the smooth operation of our programmes. Including:

- Administrative support
- Communication and collaboration
- Data management
- Event coordination
- Documentation

The person:

- Recent experience in an administrative role, preferably in a programme or project management setting
- Exceptional organisational skills and attention to detail
- Strong written and verbal communication skills
- Proficiency in Microsoft Office suite and other relevant software
- Ability to multitask and prioritise tasks effectively
- A proactive and can-do attitude, with a willingness to learn and adapt
- Social media and website administration

Benefits:

- Flexible and hybrid working
- Individual training budget
- Health and wellbeing initiatives, including Cycle to Work scheme
- Employee assistance programme
- Generous pension scheme

How to apply:

For further information on the role or to apply please email Jennifer.barwell@ukkidney.org. Please include in your application your CV and a covering letter outlining your experience and skills highlighting your suitability for this vacancy, against the requirements outlined in the job description.

If you require any adjustments to the recruitment process, please don't hesitate to contact the HR manager to discuss: Jennifer.barwell@ukkidney.org

Closing date: Wednesday 8th May 2024

Interview date: week commencing 20th May – interviews will be held virtually