**OBBG (Oxford Breast Buddy Group) Charity Administrator**

**Our mission**

To provide support to women who have had, or are undergoing treatment for breast cancer.

**Main purpose of the role**

To provide professional, efficient and effective administrative support to OBBG.

**Main duties and responsibilities**

* Manage the e-mail Inbox and deal with enquiries.
* Organise monthly meetings for group members.
* Organise and prepare agendas for committee & trustee meetings.
* Take and type up minutes of committee & trustee meetings
* Keep the member contact database and records up to date in line with data protection regulations.
* Order marketing supplies as required.
* Other administrative duties as required.

**Skills required**

Communication and people skills:

* Often being the first point of contact, the Charity Administrator will need to possess excellent communication skills.
* The Charity Administrator needs to communicate effectively and empathetically with a wide variety of people including trustees, committee and group members.

Information technology skills:

The Charity Administrator will need strong IT skills and be competent in the use of most Microsoft Office and web-based applications.

**Terms of agreement**

* Self-employed basis.
* Approximately 16 hours per month at £20.00 per hour (invoices to be submitted monthly).

Contact Lauren at [obbg@oxfordbreastbuddygroup.co.uk](mailto:obbg@oxfordbreastbuddygroup.co.uk) if you are interested in the role, explaining why you are applying and what you can offer us.