



# **Administrative Assistant**

**Applicant information pack**





**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Officer Manager

**HOURS OF WORK:** Full time, 35 hours per week. Some flexibility around working hours.

**LOCATION:** Based in our Edinburgh office.

**SALARY:** £18,000 - £20,00 per annum based on experience and plus benefits





## Kids Operating Room KidsOR

**We believe in a world where every child has equal access to safe surgery**

That doesn't seem like such a big ask. Every child has a right to life and that shouldn't be taken away by an injury or illness that can be easily fixed. Children who battle cancer and undergo chemotherapy shouldn't get to the end of that process only to be denied the surgery that will offer them the chance of survival. Children who break an arm or a leg shouldn't live the rest of their lives in disability.

Babies who need simple procedures in the first hours of life shouldn't be left to die, and children born with urological conditions shouldn't be denied an education because they can't access the simple operation they need.

**Our vision is for a world where every child is treated equally**

Our mission is to support local doctors, through the provision of training and infrastructure, to ensure they can use their incredible talents to care for their nation's children. The number of children we need to reach is overwhelming. They urgently need our help.

## Our mission

- Provide dedicated, specialist facilities and equipment for children's surgery in low-resource settings
- Support existing surgical teams to deliver safe surgery for children
- Monitor, collate and understand our impact on surgical outcomes
- Advocate on the global plight of children denied access to safe surgery



## What we do

KidsOR is a UKbased charity that works with partner hospitals in low and middleincome countries to develop highquality, safe surgical services for children.

We work closely with regional Surgical Colleges, the Global Initiative for Childrens Surgery, partner NGOs and national Departments of Health to identify where the existing and/or training childrens surgeons are. We then work with those people and their teams to ensure they have all the equipment they need to properly care for local children.

We also provide scholarships for childrens surgery, helping strengthen local workforces and, in some countries, helping develop the firstever childrens surgeons.

## Understanding our impact

We are proud to partner with University California San Francisco, which carries out independent assessments of our units. In partnership with the local hospitals, we record every single operation and look at the wider impact on the child and family.

In refugee settings, we work with the University of Oxford to monitor and evaluate the impact of providing local care to displaced populations.

This allows us to assess the real impact of providing safe surgical services and also the true geographic reach of that impact.

It also allows KidsOR to look at the economic benefit to a country or region of having highquality surgical services for children.



## How we work

Our cofounders, Garreth and Nicola Wood, are actively involved in supporting our charitable activities and are part of our Trustee board, which provide ongoing governance and guidance.

Garreth and Nicola founded Kids Operating Room with the vision of A world where every child has equal access to safe surgery. They firmly believe that access to surgery is a basic human right and that every child should receive urgent healthcare when they need it.

Our CEO, David Cunningham, is a global leader in developing charitable programs for childrens health and has provided leadership to healthcare projects in the UK and across the world. David is a highly regarded charity regulation expert and is a board member of the UK Fundraising Regulator and a member of the regulators Standards Committee.

Day to day operational activities are split between three directors who manage teams based in Nairobi, Dundee (our Global Operations base) and Edinburgh where our administrative office is located.

## Our benefits

We have a range of employee benefits including:

- A flexible, friendly work environment
- Company contribution pension scheme
- Free health insurance upon completion of probation period
- Sector leading policies for those on maternity and parental leave
- Death in service benefit
- An extra day of annual leave on your birthday
- Global travel opportunities



## Our commitment to inclusion

Everyone benefits when people can bring their whole selves to work. Whether you're a volunteer, a prospective employee or a fulltime member of staff, at KidsOR we want you to feel involved in all aspects of our work and to have amazing opportunities during your time with us – regardless of your background.

We're working hard to build a KidsOR team that reflects the communities we serve – we know diversity makes us stronger as an organisation and more effective in what we do.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave.

## About the role

An excellent opportunity has arisen in Kids Operating Room for an Administrative Assistant based in Edinburgh to join our growing and expanding team.

The Administrative Assistant will work alongside the Office Manager in the office on George Street. The role will involve a variety of administrative, support, and clerical tasks.

This position would suit a school leaver or those looking to develop a career in a small & vibrant office in a charitable organisation. The role offers potential for career development within the expanding team and the opportunity to work with a passionate group of individuals.

The successful candidate will also possess excellent communication skills, be experienced within an office and passionate about making a difference for children around the world.



## Key tasks and responsibilities

- Dealing with staff queries
- Data inputting
- Document creating
- Mail management
- Office supplies procurement
- Invoice processing & petty cash management
- Business operations IT support
- Dealing with SharePoint portal
- Providing adaptable support to the team

## Person specification

### Personal Skills

- Positive can-do attitude
- Flexible for varied tasks & workload
- Ability to manage own workload and prioritise time sensitive tasks
- High level of attention to detail



- Confidence in liaising with clients & suppliers by email, phone, or in-person
- Willingness to learn and upskill

## Knowledge & Skills

- Basic IT skills including Outlook, Word, Excel, Teams, Zoom, etc.
- Previous administrative experience (preferred)

## How to apply

**Deadline:** Closing date for applications is 5pm on 28 September. This job advert may close early if the right candidate is found.

Please send your CV and covering letter of no more than two pages stating why you are interested in the position to: [hello@kidsor.org](mailto:hello@kidsor.org). Please put Administrative Assistant as the subject.

