

Charity Operations & HR Administrator

Job description & person specification



www.pasic.org.uk
hello@pasic.org.uk

Registered charity number:
1163662



pasic
for children with cancer

- Job title:** Charity Operations & HR Administrator
- Location:** Home based with occasional travel within the East Midlands
- Hours:** 15-18 hours (negotiable) across three days per week. Core day Wednesday with flexibility around which other days are worked.
- Salary:** £27,000 - £30,000 FTE (pro rata), depending on experience
- Reports to:** Chief Executive Officer (CEO)
- Holidays:** 25 days full-time pro rata. Day off for your birthday. Additional leave during Christmas closure period.



About Pasic

Pasic is a growing charity based in the East Midlands, supporting families of children and young people with cancer. We provide emotional, financial, practical, and social support for around 500 families, from the moment of diagnosis, through treatment, and up to three years after treatment ends.

We're a passionate, hardworking team of 13 staff split between two teams. Our Family Support Team deliver vital front-line support, whilst the Fundraising & Communications Team generate income and raise awareness to ensure we can give the best possible support to families facing a childhood cancer diagnosis.



Role summary

We're looking for an organised, reliable and proactive Operations and HR Administrator to join our friendly team and help support the smooth and effective running of our charity.

This is a varied role where you'll play a key part in maintaining effective systems, coordinate HR and other key processes to ensure that the team, trustees and the CEO have the administrative and HR support they need.

You'll find working for us a rewarding experience. We've a vision for how we can make life better for families facing childhood cancer. We've a culture of continual evaluation and learning. The successful candidate will be joining a team with a 'can do' attitude, committed to developing both individuals and the charity as a whole.



Key responsibilities

1. Charity operations and general administration

- Act as a first point of contact for general enquiries, responding appropriately or signposting as required.
- Maintain effective administrative systems, organisational records and document management.
- Manage general office administration, including staff mobile phones, IT equipment and liaison with external IT support.
- Provide administrative support to the CEO and Treasurer, including coordinating policies, and some financial tasks, following appropriate training and authorisation.
- Liaise with relevant suppliers and service providers, including those responsible for storage and insurance.
- Provide administrative support to the Family Support and Fundraising teams as required. This may include coordinating volunteers.

2. HR administration

- Coordinate recruitment, including advertising vacancies, arranging interviews, completing pre-employment checks, preparing contracts and associated documentation.
- Coordinate onboarding and induction for new staff, maintaining accurate and confidential personnel records in SafeHR.
- Administer DBS checks for staff and trustees, including renewals and associated records.
- Monitor probation reviews, performance review dates, absence, annual leave, expenses and mandatory training, including safeguarding.
- Maintain the Employee Handbook and co-ordinate the review and updating of HR policies and documentation.

3. Governance and Trustee support

- Provide administrative support to the CEO and Board of Trustees, including coordinating meetings, policy and risk reviews.
- Provide administrative support for Charity Commission reporting and other governance and compliance requirements, helping to ensure records are accurate and deadlines are met.
- Coordinate trustee onboarding and maintain accurate trustee records and training information.
- Support the development and updates of the Trustee Handbook, organisational policies and Risk Register.



Person specification

You'll be a reliable administrator with experience in an administrative, operations or office support role. You'll need to be comfortable working independently, managing competing priorities and using your initiative, while maintaining strong communication with colleagues across our team.



You'll be able to demonstrate:

- Strong organisational skills and attention to detail.
- Excellent IT skills including Excel, Microsoft 365, Teams, HR software and CRM/databases.
- Ability to manage multiple priorities and meet deadlines.
- A professional and discreet approach to confidential information
- A proactive approach to problem-solving and the ability to use your initiative
- Excellent written and verbal communication skills
- A team player, willing to roll up their sleeves and get stuck in.

Experience in HR administration and the charity sector would be advantageous but is not essential. A CIPD qualification is not required. Applications are welcomed from candidates with relevant experience.



Other information

- Two references from previous and current employers are required for shortlisted candidates.
- Three month probation period to ensure candidate suitability.
- Equal opportunities: Pasic provides equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.
- Nest pension: Employer contribution 5%.



How to apply

Email your CV and supporting letter to Louise Towse – louise.towse@pasic.org.uk telling us why you're interested in being our Charity Operations and HR Administrator and what skills you'll bring to Pasic.

Closing date: 8th November

Interviews: W/c 30th November

Start date: Negotiable subject to job offer and DBS check

For more information about the role, please email louise.towse@pasic.org.uk.

If your CV and supporting evidence meet our criteria, you will also be asked to complete a task as part of our shortlisting process.

As a charity we understand some candidates may want to use AI tools during their application. Whilst we welcome the use of technology to support clear communication and structure, we prefer to learn more about the authentic you. Therefore, please ensure that your application reflects your own skills, knowledge, and experiences wherever possible. In the spirit of transparency, we also ask that you state if you have used AI during your application.

Because of the nature of the role, and the potential for conflicts of interest where families have previously been supported by Pasic, applicants who have experienced childhood cancer within their immediate family in the last five years are encouraged to discuss their individual circumstances with us before applying. We are happy to do this sensitively and confidentially.