



Job title:	Legacy Marketing Administration Assistant
Department:	Legacies
Location:	Links Place, Edinburgh
Reports to:	Legacy Advisor
Accountable to	Legacy Development Manager

Job Purpose/Summary

To assist the Legacy Advisor with specific administrative and secretarial tasks to help increase the number of supporters who include a gift in their Will to Marie Curie.

Key relationships

Internal:

- Regional legacy team
- Central marketing legacy team
- Legacy administration team
- Head of Legacies
- Regional fundraising teams
- Caring Services teams

External:

- Existing and potential supporters
- Venues and suppliers
- Solicitors
- Legacy organisations, i.e. Remember A Charity

Accountabilities (Duties & Responsibilities):

- To undertake a wide range of responsibilities in the Legacy Advisor office including word processing, data entry, making and receiving telephone calls and filing.
- To receive and collate information on behalf of the Legacy Advisor, e.g. event and Free Will responses, various supporter communications etc and ensure timely processing on CARE, maintaining accurate and reliable records, including recording of suppressions and data consents.
- To assist with the coordination, planning and evaluation of Legacy events, internal awareness month, Free Will schemes, exhibitions and other relevant promotions.

- To follow up and resolve a variety of enquiries and requests relating to Legacies work from central mailing activity/promotion, internal departments and Marie Curie supporters and volunteers.
- Accurate completion of a variety of reports working to tight deadlines.
- To attend training relevant to the job role as and when appropriate.

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



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Job reference:

Criteria	Essential	Desirable
Skills / Abilities	<ul style="list-style-type: none"> • Excellent administrative and organisational skills; • Able to work on own initiative; • A methodical approach and keen eye for detail; • IT skills including MS Office (Word, Excel, Outlook, PowerPoint), databases, email; • Excellent telephone manner 	<ul style="list-style-type: none"> • Good interpersonal / communications skills; • Good influencing skills
Qualifications, training and education	<ul style="list-style-type: none"> • Five GCSEs (Grade C or equivalent) including, English and Maths; <p>OR</p> <ul style="list-style-type: none"> • Demonstrable literacy and numeracy. 	
Experience	<ul style="list-style-type: none"> • Two years experience of working in an office or similar type role. 	<ul style="list-style-type: none"> • Secretarial experience; • Team working; • Working for charity or in the not-for-profit sector.

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities



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Salary scale	Range B of the Marie Curie paycales
Salary	£17,300 (pro rata)
Annual leave entitlement	25 days per annum plus 10 bank holidays (pro rata)
Notice period	One Month
Working hours	21 hours per week
Disclosure Check	None

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems

Due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the below closing date, please assume that your application has been unsuccessful.