

JOB DESCRIPTION:

ADMINISTRATIVE ASSISTANT – FULL TIME 35 hrs [Mon-Thurs 9-5:30 Fri 9-2:30]

BACKGROUND

WEIZMANN UK (WUK), a registered charity, was established in 1950 to promote awareness of and generate financial support for the wonderful work of the Weizmann Institute of Science in Israel. It was the first of many 'International Committees' that now exist around the world to support the Institute.

The Weizmann Institute of Science (WIS) is a world-renowned scientific research centre with over 2,600 scientists, graduate students and support staff undertaking exciting innovative projects ranging from basic research in the neurosciences, cancer and children's diseases, to environmental and energy research, chemistry, physics and computer science.

WUK's primary objective is to raise funds for the maintenance and further development of the Institute's scientists, laboratories and development projects. In addition, communicating the work and breakthroughs of the Institute's scientists remains central to its mission.

This role would suit a friendly and outgoing administrator who enjoys working in a small team. The ideal candidate will be a clear communicator with a friendly personality and good sense of humour. Good IT skills and attention to detail.

MAIN DUTIES & RESPONSIBILITIES

- To provide administrative support to the Director of Operations and the Development & Events Manager (and any other staff as required)
- To answer all incoming telephone calls and respond appropriately to all enquiries and requests.
- To assist the Director of Operations in entering information onto the Raiser's Edge database [full training will be given] and provide reporting.
- To provide assistance with month end financial reporting.
- To assist in uploading information onto the website using an in-house content management system.
- To assist with the administration of Weizmann UK's grant making programme – Making Connections.
- To manage the application process for the annual science education programme – the Bessie Lawrence International Summer Science Institute.
- To provide administrative support for all fundraising, awareness raising and education events.
- To provide administrative support on all mailings.



- To liaise effectively with all members of the Weizmann team as well as, Trustees and senior volunteers.
- To attend events and functions (occasional early mornings and evenings) and assist the Events team as requested.
- To maintain confidentiality at all times.

PERSON SPECIFICATION

- This role would suit a friendly, pro-active and confident experienced P.A./office administrator who enjoys working in a small team.
- Advanced IT skills including Microsoft Office, Excel, etc. are essential to this role, as well as financial management and attention to detail.
- Database experience would be desirable. Raiser's Edge experience would be helpful although training will be provided.
- The ideal candidate will be a clear communicator with good written and oral skills.
- The ability to multi task and prioritise in a busy but friendly work environment.
- A background or interest in Israel and/or the Jewish philanthropic community would be an advantage and an interest in science and/or the charity sector would be helpful but not essential.

RESPONSIBLE TO

Director of Operations

HOURS OF WORK

35 hours per week. Monday – Thursday 09:00-17:30 (1 hr lunch) Friday 09:00-14:30 (30 mins lunch)

HOLIDAYS & OTHER BENEFITS

20 days holiday per year in addition to the normal English Bank and Public Holidays. The office closes on Friday at 14:30 and for the Jewish holidays. Private Health Care (following probation period).

Salary: Attractive package for a suitable candidate

Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history. We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required. This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately. If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".