



WANT TO JOIN OUR TEAM?

**WE'RE  
HIRING**

APPLY NOW

## Job Vacancy: Administrator

Full-time, 35 hours, Salary dependent on experience

United Kingdom Thalassaemia Society is a national charity that provides supports to people with thalassaemia, a rare, genetic blood disease. We need someone to help us with the day-to-day running of our office in Southgate after a recent expansion of our operations.

The administrator is a key role within the UK Thalassaemia Society. The post holder will be expected to undertake:

- Social Media
- Office administration
- Bookkeeping
- Events planning
- Diary and Database management

**It is essential applicants have the right to work in the UK, Microsoft Office experience, in particular Microsoft Access and Excel.**

**Excellent command in both written and spoken English is a must.**

**Desirable skills and experience with Canva, InDesign, Illustrator, and Photoshop.**

We are a small team with exciting projects throughout the year. There are opportunities for personal development, flexibility, and a chance for you to make a difference for a worthwhile charity.

If you feel like this job role fits your skills and experiences, please apply as soon as possible.

### **To Apply:**

Email a **covering letter** addressed to the office at **office@ukts.org** explaining how your experience, skills and knowledge make you suitable for the role with an **up-to-date CV**.

SEND US YOUR CV



