

## **Administrator for Keep Our NHS Public**

**Location:** London

**Pay:** £15.50 per hour

**Hours:** minimum 16 hours per week. Depending on experience, we may appoint a candidate for further hours in support of our campaign work if mutually agreeable.

**Post available from:** from now

**Application deadline (extended):** 22<sup>nd</sup> February

**Interview:** 1<sup>st</sup> March

**Reporting to:** Campaigns Officer

### **About the role**

This role is the national administrator for Keep Our NHS Public.

KONP is leading the campaign to defend the NHS against the dual attack of privatisation and underfunding. Our aims are to defend the NHS against damaging cuts and to oppose privatisation in its many forms, which combined are heading towards a two-tier service. We campaign to renationalise the NHS fully and return it to a publicly funded, publicly provided and publicly accountable service delivering universal and comprehensive healthcare free at the point of need. We are also campaigning for personal social care to be publicly funded and free at the point of need.

More details of the aims and objectives of KONP and a [set of KONP's campaigning demands on the NHS](#) are included in this pack and are also on our website at the [About us](#) section. You can find out more about us before deciding to make an application by visiting our website at [www.keepournhspublic.com](http://www.keepournhspublic.com).

### **Key responsibilities**

The primary function is to ensure that administrative support for the work of KONP is provided. You are able to engage volunteer support to help you. The most important elements of that work are:

- a) Management of subscriptions (of individuals and of groups), donations, orders for materials and liaising with the finance administrator to help close the monthly accounts.

- b) Ordering and distribution of printed leaflets and campaigning materials for the membership and public and taking deliveries of leaflets and newspaper bundles at the office.
- c) Leaflets and merchandise are dispatched through the post or collected directly from the office.
- d) Ordering materials for office use, stock taking and reordering and managing the postal process, including carrying parcels to and from the post office (approx. 10mins walk). Production of invoices and receipts for payments needs to be undertaken and communicated to the accounts administrator on a regular basis. Most payments take place through PayPal.
- e) The management of mailing lists of supporters, donors, and subscribers is a key role. The administrator needs to support communications to Steering Group members, donors, supporters and individual members and will assist with the monthly newsletter.
- f) Responding directly to enquiries from members of the public in a professional and informed manner and seeking further advice where appropriate from the Campaigns Officer, EC member or appropriate KONP member.
- g) Sharing in administration of the website, editing non-policy content and maintaining a website that is up to date with the ever-changing issues facing the NHS. The website is a Wordpress site.
- h) Helping in the administration of meetings including the Annual General Meeting of KONP. This necessitates event planning skills including forward planning, event booking, management of sign-in-sheets and attendee lists and event promotion, including transporting leaflets and other materials. Occasional attendance at Steering Group meetings may be requested.
- i) Liaison with and encouragement of members or supporters of KONP who wish to work in a voluntary capacity to help achieve the organisation's aims.
- j) Liaison with Volunteer Centre Hackney and management of the interface between KONP and other organisations in a busy open-plan office.
- k) The Administrator will work in close collaboration with the Campaigns Officer as line manager, KONP Co-Chair and the accounts administrator and be able to manage the interface between these three roles effectively.
- l) The role may include management of any administrative assistants (voluntary or paid) to ensure that time is well-spent in pursuit of relevant tasks, and that the person involved is enabled to exercise existing skills and extend their range.
- m) Other tasks required for the efficient management of the organisation

## About you

You will ideally have good interpersonal skills and be able to communicate effectively by email, on the phone and in person

We are looking for a dedicated, friendly and helpful personality who copes well with stress and maintains focus on the workload.

This role requires someone who is calm in dealing with urgent matters, prioritises well and solves problems. You are sometimes asked to work against tight deadlines and must be able to be responsive and flexible. You will be able to work autonomously and flexibly in a dynamic organisation.

You may not have prior knowledge of NHS campaigning but you must be sympathetic to the broad aims and objectives of KONP.

## Key skills and experience

### *Essential*

- Strong IT skills, notably Microsoft Office and sound knowledge of email systems. Tasks require expertise in managing Excel, and willingness to learn use of future databases, knowledge of data analysis, and ability to implement procedures that are easy to transmit to other members of staff and volunteers.
- You must have good keyboard and internet/social media skills, and a good working knowledge of MS Office Word, Excel, Powerpoint, Outlook, as well as meaningful experience of working in an administrative capacity in an organisation.
- Ability to learn new website-based systems to access to subscriptions and donations. Knowledge of databases and data analysis devices is important and an aptitude to acquire skills in these areas.
- We have recently updated our processes for recording memberships and recruiting volunteers. The successful candidate will need to be proactive in working with the Campaigns Officer to solve any problems which arise.
- Effective prioritising of tasks, effective communication and a systematic approach to incoming requests are essential skills for this role.
- Note-taking skills in meetings are essential.
- The ability to adapt the routine to current priorities and keep track of any tasks that have been given a lower priority. You will need the ability to swiftly shift from one task to another and improve systems and procedures by applying a critical eye and common sense.
- This role is at the hub of the organisation and will require effective social skills as well as the administrative skills you will also have. You must have the capacity to work effectively as a team member with other members of staff and with the officers and executive of KONP.

- An understanding of the importance of Data protection, Copyright and Defamation Laws is desirable and a willingness to acquire the relevant knowledge on these issues.

### ***Preferred/optional***

- Some prior experience, either as a staff member or as a volunteer, of working in the voluntary sector or campaign organisation
- Prior knowledge of and experience with website administration would be helpful but you should have an aptitude to acquire skills in these areas.
- You do not have to have prior experience or knowledge of the NHS or campaigning, though this would help you. We would support you to gain required knowledge.
- Familiarity with a major newsletter programme such as Mailchimp is desirable.
- Occasional attendance at Steering Group meetings may be requested, including transporting leaflets and other materials. Note-taking skills are essential for meetings attended.

### ***Values and behaviours***

- Personal commitment to KONP's aims to defend a fully public healthcare system
- Commitment to social justice and equal opportunities
- Ability to reflect and learn, including sharing failures and uncertainties. Openly taking feedback from the team and members of the community on your behaviours and work.
- Ability to work with others and demonstrate a team-player and 'can do' attitude.
- A commitment to promotion of KONP's volunteer values and anti-discriminatory practices.

## **About us**

Keep Our NHS Public is a national membership organisation and we organise locally through affiliated KONP groups and local NHS campaigns. We have over 70 branches and national groups affiliated. We also have 100 supporting affiliates who have a wider role than health but support us (eg trade union branches and groups campaigning on other issues). We launched Health Campaigns Together in Autumn 2015 inviting other NHS campaigning organisations, trade unions and political parties to affiliate to work together. This is successful and HCT has over 100 affiliations including 8 national unions.

### **We were founded in 2005 and our key aims are:**

for an end to privatisation of the NHS and a return of government responsibility, ownership and accountability; repeal the Health and Social Care Act 2012 and enact the NHS Bill drafted by Allyson Pollock and Peter Roderick – which would end expensive and compulsory

competition, reject trade deals putting the NHS at risk, like the Transatlantic Trade & Investment Partnership (TTIP) and reverse all foundation trust plans;

for a commitment to 4% real terms annual increase in funding from taxation to provide a comprehensive, publicly provided, top quality NHS for all, safe staffing levels and fair conditions for staff; halt harmful cost-driven NHS cuts and closures – any service reconfigurations must be evidence-based, driven by clinical need, not cost, and be subject to meaningful public consultation;

for a halt to all new private finance initiatives (PFIs) and an independent review of PFI deals with effective action to reduce unfair PFI debts.

**The national office of KONP** is based in London at the Volunteer Centre Hackney, where we rent desks in an open plan office. There are currently four part-time posts in the national office. These posts are

- Campaigns Officer, reporting to one of the co-chairs
- Administrator, reporting to the campaigns officer
- Press Officer, reporting to the campaigns officer
- Accounts administrator, reporting to the Treasurer

Those who work for KONP currently work as contractors. If this is a problem, please discuss with us.

The Contractor's pay will not be reduced during periods of absence for sickness or leave for up to 28 days per year in lieu of entitlement to sick pay or paid contractual or statutory annual leave.

## How to apply

Our application process is quite straightforward. Just write to us with your reasons for applying, addressing the post and person specs and include your CV. Send your app enclose your cv and submit it to [campaigns@keepournhspublic.com](mailto:campaigns@keepournhspublic.com) by the deadline.

**Application deadline:** end of day, Friday 22<sup>nd</sup> February

**Interviews:** 1<sup>st</sup> March

If you have any questions about the role or are worried about applying please email **Tom Griffiths** at [campaigns@keepournhspublic.com](mailto:campaigns@keepournhspublic.com) or phone co-chair **Tony O'Sullivan** on 07960 312725

Please send your application by **email** (strong preference) to:

Tom Griffiths, Campaigns Officer, [campaigns@keepournhspublic.com](mailto:campaigns@keepournhspublic.com)

**Or send by post to:**

Keep Our NHS Public c/o  
Volunteer Centre Hackney  
Unit12-13, Springfield House  
5 Tyssen Street  
London E8 2LY