



UK Kidney Association

UKKA Administrator – UK Kidney Association secretariat

Can you apply excellent organisational, communication and administrative skills to this growing team supporting committees, projects and events?

Salary: £23,925.12

Contract: Full time, permanent

Hours: 37.5 hours per week, flexible working

Location: Bristol, combination of office-based and remote working

The role:

This is a key role in the administration of the UK Kidney Association (UKKA), providing essential support in a variety of areas, including communication with a broad range of stakeholders, meeting administration and association membership management and maintaining accurate records.

The person:

We are looking for a self-motivated administrator, someone enthusiastic and proactive with great interpersonal skills to work within our growing team. The successful candidate should have a proven record of success in business administration, excellent communication and organisational skills and the ability to remain calm under pressure.

You will need to be capable of handling multiple tasks simultaneously and operate as a strong team player. You will be expected to work under pressure to meet deadlines and remain focused in an evolving environment.

The UKKA is a charity that aims to improve lives by supporting professionals in kidney care and research.

Benefits:

- Flexible and hybrid working
- Individual training budget
- Health and wellbeing initiatives, including Cycle to Work scheme
- Employee assistance programme
- Generous pension scheme

For further information on the role or to apply please email

Jennifer.barwell@renalregistry.nhs.uk. Please include in your application your CV and a covering letter outlining your experience and skills highlighting your suitability for this vacancy, against the requirements outlined in the job description.

Closing date: *the post will close as soon as sufficient applications have been received*
Interviews *will be held week commencing 24th January*