

PROJECT SUPPORT OFFICER TINY TICKERS

Contract: Permanent
Hours: 24 hours per week, flexible days/times
Salary: £24,000 pro rata
Location: Home working from within the UK, very occasional travel required

INTRODUCTION

Tiny Tickers helps give babies with congenital heart disease a better start in life – by improving detection rates, training medical staff, raising awareness, providing information and support to families, and supporting academic research. We're a small national charity with big ambitions. We have a proud track record and are continually growing our impact.

We're recruiting an outstanding Project Support Officer to lead and manage the planning and delivery of a range of charitable projects right across the organisation – it's a varied role that will see you working on everything from our training services; to our awareness campaigns; to our family support projects.

This is a fantastic opportunity for an enthusiastic, motivated and skilled individual to take on an exciting and flexible role in our small team - one that will make a real difference to babies with serious heart conditions and their families.

This is an additional position as we increase our small staff team (currently six), so we have the resources needed to do even more to help babies with congenital heart disease, their families, and the health professionals who look after them.

ROLE AND RESPONSIBILITIES

The Project Support Officer's key responsibilities will include:

- Working with colleagues to develop, administer, deliver and report on our charitable projects and activities.

Leading on the administration and delivery of the following projects:

- Our project to place pulse oximetry testing machines in NHS Trusts throughout the UK.
- Our health professionals webinars series.

Assisting with the administration and delivery of the following projects:

- Our sonographer and other health professionals training projects and services.

- Our key awareness campaigns.
- Our family support services.
- Other projects as needed.

Other duties include:

- Assisting with administrative functions across the charity's operations.
- Administrative support for our Chief Executive and Trustee board.
- Helping maintain our supporter / client / commercial databases and income reporting processes.
- Representing Tiny Tickers through working in collaboration with other charities on joint projects.
- Occasional attendance at meetings, events, conferences and similar if needed.
- Helping evaluate and demonstrate the impact of our work – both internally and externally to relevant stakeholders including health professionals, supporters and funders.
- Involvement in updating supporters and funders on our work.
- Building and maintaining relationships with relevant external individuals and organisations.

PERSON SPECIFICATION

Our ideal candidate is someone with **bags of enthusiasm, a strong work ethic and a friendly and trustworthy attitude**. Someone who can slot into our small staff team and show a **commitment to our cause, and empathy with our beneficiaries**. These are the most important attributes.

We'd expect candidates to:

- Have demonstrable project management experience.
- Have excellent organisational and administrative skills.
- Have excellent verbal and written communication.
- Be a creative thinker who is able to spot opportunities, analyse risks and make decisions.
- Be capable of working as an individual, and as part of a team.
- Have the ability to multi-task, working on a number of projects at the same time.
- Be able to work from home, managing priorities and self-motivating.
- Have the ability to build strong relationships.
- Have strong computer skills.
- Have the willingness to travel within the UK to attend meetings or events on rare occasions.
- Have experience of working within budgets.

And the cherry on the top would be if you also have one or more of these:

- Experience of working in the charity sector.
- Experience of measuring impact.
- Knowledge of NHS services.
- Knowledge of congenital heart defects.

This job description is not exhaustive and other responsibilities may be agreed as appropriate.

THE RECRUITMENT PROCESS

We are committed to working towards ensuring Tiny Tickers is a diverse and inclusive organisation, and we welcome applications from everyone regardless of race, age, gender, ethnicity, sexual orientation, faith or disability.

We will be following these principles in our recruitment process:

- The initial reading of applications will be completed blind – your name, address and any other identifying features will be removed from your application before being sent to those making decisions to shortlist candidates.
- Candidates who are invited for interview will be sent interview questions in advance. We believe this gives you the best chance of showing your true self at interview.
- All reasonable adjustments will be made during the application and interview process for candidates as required.

We are planning to hold interviews w/c June 28th and w/c July 5th, but this may be subject to change. We will decide nearer the interview date whether to hold these via video conferencing or in person, depending on the latest guidance regarding the COVID pandemic.

HOW TO APPLY

If you'd like to join our team, please email your CV and a supporting statement to jobs@tinytickers.org. Your supporting statement should be no longer than two sides of A4, and should include answers to the following three questions:

1. Why are you interested in this role?
2. Which criteria in the personal specification do you feel particularly well-matched with, and why?
3. Describe an achievement that you are particularly proud of. It can be from your experience of work, education or volunteering.

The deadline for applications is the end of Friday, June 25th. We'd love to hear from you. Thank you for your interest!