



## **Job Advert**

**Job Title:** CAHPR Administrator

**Location:** Remote

**Salary:** £12,500 (50% FTE, £25,000 FT), negotiable dependent on experience

**Hours:** 17.5 hours per week (equates to 2.5 days per week)

**About Us:** We are the Community for Allied Health Professions Research (CAHPR.org.uk), we are a Community Interest Company and we deliver activities aimed at building research capacity and capability at local and national levels for **all** allied health professionals (AHPs), we support AHP researchers and raise the profile and impact of AHP research.

We are health and care professionals with a passion for research, we are an organisation of mainly volunteers who support each other in our work. We are funded by the allied health professional bodies and we represent all the professions to enhance our profile and contribution to health research.

We are also committed to creating a diverse and inclusive workplace. CAHPR is an equal opportunities employer and welcomes applications from all qualified individuals, regardless of race, ethnicity, religion, gender, sexual orientation, age, disability, or any other characteristic protected by law. We believe that diversity drives innovation and success, and we strive to ensure every team member feels valued, respected, and empowered to thrive.

**Role Overview:** We are seeking a dedicated and detail-oriented Administrator to join our organisation. In this role, you will play a vital part in supporting the smooth running of CAHPR. Your organisational skills and proactive attitude will contribute to the success of our operations. You will report to the Director and work with the Strategy Committee, Oversight committee chair, our hub network and research champions leads.

### **Responsibilities:**

- Manage and maintain accurate records and databases (for example contact lists, invoices)
- Prepare and distribute information to our community using Bulletins, website news and X.
- Coordinate meetings, appointments, and schedules.

- Respond to email inquiries professionally and promptly.
- Liaise with the community and suppliers as needed.
- Provide general administrative support to ensure the office runs efficiently.
- Maintain the website and add news and information as necessary

**Requirements:**

- Proven experience in an administrative role.
- Excellent organisational and multitasking skills.
- Proficiency in Microsoft Office Suite (Excel, outlook, word, powerpoint, teams), Wordpress and X (although training will be given for these).
- Strong communication and interpersonal skills.
- High attention to detail and accuracy.
- Ability to work independently and as part of a team.

**Benefits:**

**Holiday entitlement:** 22 days (pro rata 11 days) plus bank holidays

**Non-contributory pension contribution:** 8%

**How to Apply:** If you're ready to bring your skills to a dynamic and supportive team, we'd love to hear from you. Please send your CV and cover letter to Professor Dawn Carnes – (Director CAHPR) at [dawncarnes@cahpr.org.uk](mailto:dawncarnes@cahpr.org.uk).

**Please apply by:** 11.5.25

**Interviews will take place online on 19<sup>th</sup> May 2025**

**Job description and Person specification**

Job Title: Administrator – Community for Allied Health Professions Research (CAHPR)

Hours: Part time (2.5 days per week), 17.5 hours per week.

Accountable to: CAHPR Director

Main purpose of the post: CAHPR aims to develop allied health profession (AHP) research, strengthen evidence of the professions' value and impact for enhancing service user and community care, and enable the professions to speak with one voice on research issues. CAHPR is supported by 14 AHP organisations. It comprises of a strategy committee, an oversight committee, a UK-wide regional hub network and research champion network. The Administrator will be part of the CAHPR

core team and will have responsibility for providing administrative support to CAHPR's work as directed by the CAHPR Director.

### **Main duties and responsibilities:**

1. Coordinate administration for projects and ongoing operational work.
2. Attend, administer and service committees and meeting groups, including making all meeting arrangements, producing and circulating agendas and papers, drafting minutes and following up actions.
3. Undertake financial administration to support designated workstreams, including raising purchase orders, invoicing, and supporting members with processing expenses and travel booking.
4. Draft correspondence, reports, papers, articles and presentations as necessary and appropriate to the scope of this post.
5. Support relationship management by sharing relevant content with members and stakeholders as required.
6. Undertake forward planning activities to facilitate the most effective delivery of tasks.
7. Maintain accurate filing and archiving systems.
8. Upload information to the CAHPR website and social media (X) as necessary.
9. Organise and administer monthly webinars (using Eventbrite and Teams)
10. Undertake general administrative duties for the team, including answering enquiries by telephone and email and booking meetings.
11. The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the organisation.

### **Person Specification**

The person specification below outlines the essential and desirable experience, knowledge and skills required for this role.

Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.

E – Essential requirements are those without which the job could not be done.

D – Desirable criteria are those that may enable better or more immediate performance in a job.

ESSENTIAL/ DESIRABLE (E or D) ASSESSED BY APPLICATION/ INTERVIEW/ TEST (A/I/T)

### **Previous Experience**

Experience of working as an administrator. E A/I

Experience of servicing committees and/or meeting groups, including preparing agendas and minutes. E A/I

Experience of providing administrative support to varied areas of work requiring fulfilment of pre-set deadlines and with minimal supervision. E A/I

Maintenance of full and accurate records, in paper format and/or electronically. E A/I

Liaison with a range of internal and external parties. E A/I

Experience of providing services for people in different locations. D A/I

### **Professional/Technical and Occupational Requirements**

Intermediate skill levels MS Office applications, particularly Word, Excel, Outlook and PowerPoint. E A/I

Knowledge of, or willingness to learn how to use Wordpress for updating website E A/I

Knowledge of, or willingness to learn how to use X for uploading posts E A/I

Knowledge of, or willingness to learn to use Eventbrite for organising webinars E A/I

### **Skills and Knowledge**

Delivers effective, high-quality customer-focused services E A/I

Demonstrates the ability to work autonomously and self-motivation. E A/I

Demonstrates flexibility by working as part of a team and across teams. E A/I

Able to work accurately with good attention to detail. E A/I

Able to co-ordinate and manage small projects or assist with components of projects. E A/I

Uses good oral and written communication skills to produce papers, reports and minutes and communicate effectively in person, online in meetings and e mail. E A/I

Ensures efficient administrative support is provided to colleagues on a day to-day basis by managing competing priorities, using initiative and taking a flexible approach. E A/I

Ability to deal with finance related matters and provide support to colleagues and members e.g. budgeting, invoicing and processing purchase order forms. E A/I

Able to use numeracy skills to collate budget information and manage small scale data collection. E A/I

Uses good oral and written communication skills to produce papers, reports and minutes and communicate effectively in person, online in meetings and e mail. E A/I

### **Other Requirements**

Demonstrates knowledge and understanding of equality and diversity principles and the ability to work to them in practice. E A/I

Takes responsibility for ensuring that data are accurate and up to date, whilst being aware of sensitive and confidential data. E A/I