

Internship placement: Office administration

JUNE 2017
JOB DESCRIPTION AND PERSON SPECIFICATION



About AMRC

AMRC is the national membership organisation of leading health and medical research charities. We have 140 members, spending £1.6bn a year on research here in the UK. Our members include Cancer Research UK, the British Heart Foundation and the Wellcome Trust. Medical research is an important part of the UK's successful research ecosystem. It is the UK's most popular charitable cause; at least 8 million people donated to medical research last year.

AMRC plays an important and unique role:

- Providing leadership and future focus
- Demonstrating impact
- Emphasising the benefits of patient-centric research
- Encouraging working in partnership
- Campaigning for a supportive funding environment.

Find out about our work at www.amrc.org.uk.

About you

Excellent organisation, communication and interpersonal skills are essential. You are interested in biomedical research and/or politics and science policy; IT-literate, and able to listen and complete work accurately. You will need to be self-disciplined and adaptable with the ability to thrive in a busy environment with lots of challenges.

About the opportunity

You will gain experience of working with AMRC's member charities and partners in the fields of science and medicine on projects in the following areas:

- policy & public affairs
- communications & events
- research & regulation
- data & evaluation.

We are looking for someone to help with administrative and data handling activities including:

- Editing and transferring information to a new website using WordPress
- Data cleaning, formatting and reorganising
- Preparing data for AMRC reports, presentations and for staff
- Helping the officer manager with administrative tasks including diary management and email coordination
- Day-to-day administrative duties around the office
- Engaging with member charities and the wider community
- Attending meetings alongside AMRC staff on a range of issues
- Writing for the AMRC blog, member newsletter, website and social media

administration: intern

You should have a keen eye for detail and a genuine interest in the medical research charity sector. We are looking for someone who takes pride in their work, is methodical, uses initiative and has excellent time management skills. You should be willing to be flexible and work in a small but busy team that delivers a huge amount to a very high standard. We'll give you genuine responsibility, help you develop transferable skills and provide you with a dedicated manager.

Location: Central London, WC1

Placement length: 10 weeks (July – mid-September). Flexible working will be considered.

Salary: We do offer payment in line with the London living wage for internships that are not supported by other means such as PIPs students or internship placement organisations.

How to apply: Please send your CV and a covering letter (two page maximum) to Rachel Burden – r.burden@amrc.org.uk by **Thursday 6th July 2017**.

In your application, be sure to tell us:

1. What interests you most about working with AMRC and what transferable skills you can offer in relation to the role?
2. Any examples of previous administrative and data handling experience
3. What you would like to achieve from this internship.

Successful applicants will be shortlisted and invited to interview at our head office in London.

Person specification

Education and experience	
Administrative experience	D
Experience handling large quantitative of data	D
Graduate	D
Awareness of the medical research charity sector	D
Confident using websites and editing information online	D
Skills	
Organised, with good time management skills and ability to prioritise competing demands.	E
MS Office – ideally including MS Excel as well as other software (e.g. Qlik)	E
Excellent written and oral communication skills	E
Excellent interpersonal skills	E
Ability to work methodically and accurately with excellent attention to detail	E
Positive attitude to work, open to learning and new ways of working. Able to work independently.	E
Willingness to work flexibly when required	E
Excellent project management skills	D
Confident working across organisational boundaries	D