

**The Renal Association** works to improve lives by supporting professionals in the delivery of kidney care and research. **The UK Renal Registry** is part of The Renal Association and collates data from renal centres and hospital laboratories to improve the care of patients with kidney disease in the UK.

**Office Administrator**

**Salary**: £23,688 (pro rata £11,678.20)

**Contract**: Permanent

**Hours**: Half-time, 18½ hours per week, flexible working

**Location**: UK Renal Registry office, Filton, Bristol (currently working remotely)

**The role:**

This part-time role is key in the administration of the Renal Association, providing essential support in a variety of areas, combining a broad range of office administration and data processing support, communicating effectively with a broad range of stakeholders.

**The person:**

We are looking for a self-motivated administrator with up to date skills in online administrative solutions, committed to delivering high-quality work and developing yourself and the role. You will bring enthusiasm, a proactive attitude and great interpersonal and customer service skills to the team. You should have a proven record of success in business administration, an eye for detail and numbers, excellent communication and organisational skills and the ability to remain calm under pressure.

You will be able to handle 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 Renal Association offers:**

* Generous annual leave and pension
* Commitment to training and development, with your own annual development budget
* Flexible working culture and remote working
* Employee assistance support

**All our staff have been enabled to work remotely during the COVID-19 pandemic, using video and telephone conferencing facilities and MS Teams. Guidance has been developed to support a safe, gradual return to office working where possible and appropriate.**

**How to apply:**

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:***

***Interviews*** *will be held week commencing*