



We are seeking an organised and proactive **Administration Manager** to shape and lead a high-quality, centralised administration function.

### **Overview**

Role: Administration Manager

Salary: £32,000 – £36,000 per annum

Location: Glasgow, Hybrid – 3 days in the office, 2 from home

Hours: 35 hours per week, Monday to Friday, 9am–5pm

Contract: Full-time, permanent

Closing Date: Sunday 21 June 2026 @ 5pm

**We reserve the right to withdraw or close this vacancy early. Applicants are advised to submit their application at the earliest opportunity.**

### **About the Role**

This is a newly created opportunity to establish and lead a professional, centralised administration function, ensuring consistent, efficient and high-quality support across the organisation.

You will oversee administrative operations, improve systems and processes, and provide vital governance and operational support to senior leaders and teams.

Key responsibilities include:

- Leading, developing and managing the administration team, setting clear standards and expectations
- Acting as the central coordination point for administrative support across the organisation
- Reviewing and improving administrative systems, processes and ways of working
- Managing the administration budget and resources effectively
- Introducing and maintaining procedures, templates and document management systems
- Supporting the use of digital tools to enhance efficiency and reduce duplication
- Ensuring compliance with policies, governance requirements and data protection
- Providing high-quality support to leadership, including meetings, reports, minutes and documentation

This is an exciting opportunity to shape a newly created function and make a real impact on how the organisation operates and supports its teams.

### **Benefits**

- 40 days annual leave (inclusive of public holidays)
- Generous pension contribution (7% employer / 3% employee)
- Hybrid working model
- Opportunity to shape and improve organisational operations



- Supportive and collaborative working culture
- Access to an Employee Assistance Programme (24/7 confidential wellbeing, financial and legal support)

### **About You**

You will be a highly organised and collaborative leader with a passion for continuous improvement. You will bring:

- Proven experience in administration, office or business support
- Experience leading or supervising a team
- Strong organisational, communication and stakeholder management skills
- Ability to manage competing priorities with high attention to detail
- Experience improving systems, processes or ways of working
- Confident using Microsoft Office and digital tools
- A proactive, solutions-focused approach with the ability to work independently
- Applicants must have the right to work in the UK. Please note that we are unable to offer visa sponsorship for this role.
- Experience in a charity, public sector or regulated environment is desirable.

### **About the Organisation**

Beatson Cancer Charity supports and enhances the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre and all related facilities. We also offer the wider community a unique opportunity to contribute to the advancement of cancer care.

### **Apply Now**

If you are ready to make a meaningful impact and help shape a vital support function within a respected charity, we would love to hear from you. Submit your application today with your CV and cover letter to take the next step in your career.

Other roles you may have experience of could include:

Office Manager, Business Support Manager, Operations Manager, Executive Assistant Manager, Administration Lead, Governance Officer