



Join Our Growing Team

As our organisation continues to grow and develop, we are expanding our team and are delighted to be recruiting for a number of new roles, including the introduction of a dedicated Administration function.

Our new team will provide high-quality, consistent administrative support to our Chief Executive, Senior Leadership Team and wider organisation, helping teams to work effectively, streamline processes and focus on delivering our charitable objectives.

This is an exciting opportunity to join a purpose-driven organisation at a time of positive development and growth, where your skills and contribution will directly support the delivery of our services and make a meaningful difference to the people and communities we support.

We are seeking an organised, proactive and customer-focused **Administrator** to provide high-quality support across Beatson Cancer Charity and help drive an efficient, professional administration service.

Overview

Salary: £24,479 - £26,000 per annum

Contract: Full-time, Permanent

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

Closing Date: Sunday 27 September 2026

Interview Date: Tuesday 6 October 2026

Please note: We reserve the right to close this vacancy early should we receive a sufficient number of applications. Early application is therefore encouraged.

About the role

This is an exciting opportunity to join Beatson Cancer Charity in a newly created Administrator role within a developing centralised administration function. Reporting to the Administration Manager, you will play a key role in ensuring colleagues across the organisation receive consistent, responsive and professional administrative support.

Key responsibilities include:

- Providing efficient administrative support to the Administration Manager and wider teams.
- Coordinating meetings, preparing agendas, taking minutes and monitoring actions.
- Preparing, formatting and maintaining documents, reports, correspondence and templates.
- Maintaining accurate records, trackers, filing systems and databases.
- Welcoming visitors and answering telephone enquiries.
- Providing reception cover when required.



- Using Microsoft Office and digital systems for scheduling, record keeping and communication.
- Assisting with continuous improvement of administrative processes.

Benefits

- 40 days annual leave including Public Holidays.
- Generous pension scheme with 7% employer and 3% employee contributions.
- Supportive and collaborative working environment.
- Learning and development opportunities.
- Access to an Employee Assistance Programme providing 24/7 confidential wellbeing, financial and legal support.

About you

You will have:

- Minimum of **2 years' administrative experience** in a busy and professional environment.
- Proven experience in:
 - Taking accurate minutes.
 - Recording actions.
 - Producing clear meeting documentation.
- Confident user of **Microsoft Office applications**, including:
 - Outlook
 - Word
 - Excel
 - Teams
- Excellent **organisational skills** with strong attention to detail.
- Effective **communication skills**.
- Proactive, reliable, and able to work effectively both independently and collaboratively as part of a team.
- Able to manage **competing priorities** and meet deadlines.
- Committed to maintaining **confidentiality** at all times.

About Beatson Cancer Charity

Beatson Cancer Charity supports and enhances the treatment, care and wellbeing of current, former and future cancer patients and their families. Working 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 To apply, please send your CV and cover letter

to recruitment@beatsoncancercharity.org by **Sunday 27 September 2026**. Applicants must have the right to work in the UK. Please note that we are unable to offer visa sponsorship for this role.