

**malaria**  
**NO MORE**  
united kingdom



# WE EXIST TO MAKE **MALARIA NO MORE**

Join our team and help us make history



# ABOUT MALARIA NO MORE UK

Malaria has been described as the oldest killer disease in history. Even now, despite recent progress, it claims the life of a child every minute.

Malaria No More UK is part of a global movement that is determined to make this the generation that ends malaria for good. We advocate and campaign to unlock the vital funds and commitments needed to achieve our vision.

To reach zero malaria, we need to mobilise governments, influencers, businesses and the public, inspiring them to commit funds, energy and resources to ending deaths from malaria and wiping out the disease for good.

Since 2000, the world has made enormous progress. The global malaria fight is becoming the biggest public health success story in history, and we are determined to maintain momentum.





# DRAW THE LINE AGAINST MALARIA

Click to explore some of  
our content



# Business Support Officer

**Location:** London – Hybrid – Monday and Wednesday in London Office, 2-3 days remote working

**Contract type:** Permanent

**Hours:** Full time – 35 hours per week

**Salary:** £28,000 - £31,000 per annum dependent on experience

**Reports to:** Head of Operations

We are currently seeking a highly organised and motivated individual to join our small and dynamic team at Malaria No More UK.

This is an excellent opportunity to contribute to our mission and make a difference. As a Business Support Officer, you will provide general administrative support to the Operations team and assist the wider Malaria No More UK Team. Additionally, you will serve as the first point of contact for general enquiries and provide PA duties to the CEO and Leadership team. Join us and be part of our dedicated team working towards ending malaria for good.

## Person specification:

### Essential

- Excellent IT skills, confident in using Outlook, Excel, Word, Power Point and Databases.
- A demonstrably good level of numeracy and literacy.
- Experience working in a support role for a busy team.
- Confident and effective communicator – verbally and in writing.
- Experience of working with external suppliers.
- Extremely well organised and able to manage own workload.
- Committed to delivering accurate work to agreed and sometimes tight deadlines.
- Diary management experience.
- Extensive travel arrangement experience for a team.
- Problem solving skills.
- Ability to work from our office in Millbank, London a minimum of 2-3 days per week. Including every Wednesday.

### Key qualities

- A “can do” attitude and team player with ability to think quickly, proactively and strategically.
- Practical and hands on.
- We are seeking individuals who are committed to fostering a workplace culture that embraces fairness, kindness and respect towards their colleagues.
- High awareness of Diversity, Equity and Inclusion issues and practice.

## Key responsibilities

- Assist the Head of Operations in varied administrative tasks and ad hoc projects.
- Provide PA support to the CEO and Leadership Team.
- Manage diaries and meeting bookings.
- Ensure everyone has the equipment or resources they need to carry out their work efficiently.
- Responsible for office supplies and facilities.
- Work with the Head of Operations to contribute to an efficient, pleasant and effective day to day office and team environment.
- Main point of contact for communications, telephone and organisation email.
- Assist the other teams with general support, mailouts (using Salesforce) and more.
- General administrative tasks for the organisation.
- Manage all team travel, domestic and international.

## Diversity and inclusion

MNMUK recognises the value of a team in which people from diverse backgrounds are able to introduce fresh ideas and contribute to delivering our mission to make Malaria No More. Candidates from marginalised or underrepresented backgrounds are encouraged to apply and we welcome applications from candidates regardless of their race, gender, disability, religion/belief, sexual orientation and age.

## Staff benefits include:

10% employer pension contributions • 28 days' annual leave plus public holiday days in the postholders country of residence • Private medical insurance may be available depending on the postholders country of residence • Interest-free staff season ticket loan • Cycle to Work Scheme • Continuing personal development opportunities • Professional training & qualifications subsidy • Generous family leave allowances – Fully flexible working opportunities including Hybrid working – Gym membership subsidy

*This job description is a statement of requirements at the time of writing and is not contractual or exhaustive.*

*It should not be seen as precluding future changes after appointment to this role. It may be amended over time in consultation with a manager or director.*



## Application and interview process

To apply, please send your CV and a covering statement detailing how you fit the role and why you want to work for us to: [recruitment@malarianomore.org.uk](mailto:recruitment@malarianomore.org.uk)

Please also indicate your current salary expectations in your covering statement. We value transparency and aim to offer competitive remuneration packages based on experience, relevant qualifications and market standards.

**Closing date:** 1<sup>st</sup> February 2024

This vacancy may close early if we receive a sufficient number of applications. Therefore, we encourage interested candidates to apply promptly.

There will be a two stage interview process conducted via Microsoft Teams.

*Please note that whilst we encourage all suitable applicants to apply, we do not offer compensation or cost reimbursement for any candidate throughout the process. We practice an equitable and inclusive recruitment process at all times.*