



## Information for Applicants: Office Administrator

### About Prostate Scotland

#### Who We Are

At Prostate Scotland, we are on a mission to transform the lives of men and their families affected by prostate disease—the most prevalent cancer among men in Scotland. Since 2006, our small, passionate team of ten, based in Central Edinburgh, has worked tirelessly to raise awareness, provide vital support, and advance research and treatment. Guided by nine trustees, including medical experts and those with lived experience, we address a condition impacting one in two men. With survival rates doubled over the past two decades, we're driven to achieve even greater progress.

Registered Address: Princes Exchange, 1 Earl Grey St, Edinburgh EH3 9EE

Scottish Charity No.: SC037494

Company No.: SC306268

#### Our Impact

Prostate Scotland's innovative work has earned national acclaim, reshaping how Scotland tackles prostate disease:

- Best Charitable Initiative, 2009 Pfizer UK Excellence in Oncology Awards.
- GSK Impact Award, 2010 Kings Fund, for community health innovation.
- Best Public Sector Advert, 2010 Scottish Advertising Awards.
- BMA Patient Information Awards, 2013 and 2015.
- Scottish Health Charity of the Year, 2017.

We empower men aged forty and older through:

- An accessible website with essential resources.
- Nationwide awareness campaigns sparking action.
- The COMPASS project, offering personalised support, courses, and a mobile app for men with prostate cancer and their families.

#### Our Community

Our work is powered by the generosity of supporters, with 95% of funding from voluntary contributions. From marathons and Kiltwalks to our 2024 Burns Supper, our vibrant community drives change. Partnerships with the Scottish Grand Lodge and Rotary Clubs, alongside grants from the Farmer Foundation, fuel our COMPASS and Information and Advice Projects. We're excited to grow digital fundraising, ensuring every pound is used to towards our mission to *'inform, educate, support, campaign and advance on prostate disease in Scotland.'*

#### Our Future

Under our new CEO, Alison Wright, appointed in June 2024, we're entering an inspiring era. We're in the process of enhancing our website's accessibility and expanding workplace partnerships.

#### Office Administrator Role

As our Office Administrator, you'll be at the heart of our Edinburgh office, enabling our team to deliver our mission. You'll manage inquiries, organise meetings, and maintain systems, redirect incoming phone calls and ensuring seamless operations. With empathy, you'll handle supporter care using our Donorfy database, support fundraising events like the Edinburgh Marathon, and coordinate merchandise and



volunteer logistics for projects like PROSPACK. You'll also contribute to awareness campaigns, manage donations, and occasionally represent Prostate Scotland. We seek a proactive, compassionate individual with strong administrative, IT, and communication skills, and a keen eye for detail. Charity experience is welcome but not required, as we provide training. This one-year contract, reporting to the Head of Operations and Delivery, may involve some Scottish travel.

### **Why Join Us?**

Join our close-knit, inclusive team to make a real difference. You'll:

- Support life-changing campaigns and services.
- Grow in a supportive environment where your voice matters.
- Work with a passionate community united against prostate disease.

Prostate Scotland is a place where your skills and passion can shine. If you're ready to contribute to a brighter future for men across Scotland, we'd love to hear from you.