

Role: Administrator

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| Responsible to | Head of Programmes & Engagement |
| Working Pattern | 3 days per week. Primarily home-based, with a mixture of weekly online meetings & monthly meetings in-person (depending on access requirements). |
| Salary level | Circa £25,000 a year (pro rata), fixed term 3 years |
| Key working relationships | The Administrator is a key part of a small, dynamic and busy Secretariat. Key relationships will be with our Members, our Executive Group, funders and national organisations. |

About use MY data

use MY data is unique. We are the only UK independent movement of patients, relatives and carers focussed on the use of patient data to save lives and improve outcomes.

Our vision is of every patient willingly giving their data to help others, knowing that effective safeguards to maintain the confidentiality and anonymity of their data are applied consistently, transparently and rigorously.

Our Members - patients, relatives and carers who want their patient data to be used for societal benefit - set our agenda and work programme.

Our current governance model and ways of working - a patient movement led by patients and supported by the Secretariat - is fundamental. As far as we are aware it is unique, and it is something that our Executive Group and Members value highly.

Our independent voice is at the core of why use MY data has operated effectively and been hugely impactful, despite its modest resources. Retaining this independence is crucial.

About the role

This is a new role and a key part of our expansion. The role provides a fantastic opportunity for an enthusiastic person to develop and make their own mark, as part of a small and dynamic Secretariat.

As well as being part of the Secretariat team, you will have significant scope to develop the role yourself and will have a large amount of autonomy. You will be responsible for the bulk of the administrative workload of the Secretariat and be pivotal to our successful running and our general expansion.

This is primarily a home-based role. Currently, the Secretariat meetings and the Executive Group & Secretariat meetings (which you will be required to attend) are via a mixture of online and in-person meetings (with the majority online).

As much flexibility as possible will be given to your needs around this in terms of access, location, travel requirements and this can be discussed upon application to the role. The post includes a good annual leave entitlement.

Job Profile

The Administrator is a new role and critical to being able to manage the next stage of use MY data's expansion. You will take on the bulk of the day to day administrative tasks of running use MY data and you will very much be the backbone of the Secretariat.

An element of the role will be help manage the future transition of use MY data to a charitable status.

You will actively manage the administrative processes for use MY data, ensuring a smooth and efficient service for both the Secretariat, the Executive Group and the Members.

Duties include a wide range of administrative support such as preparing, organising and updating Executive Group & Secretariat meeting documents, attending meetings and note-taking.

You will manage invoice and purchase order validation, travel bookings, expenses and solving queries that arise.

You will work closely with other members of the Secretariat and the Executive Group, in particular the Chair and Vice Chair.

Key Duties and Responsibilities

To be the administrative backbone of the Secretariat, providing operational support including responsibility for all aspects of Executive Group & Secretariat meetings (agenda setting, production of papers, room bookings & requirements, note-taking).

Manage expenses and honoraria payments for Executive Group and Members (as appropriate).

Responsible for travel bookings for Secretariat, Executive Group and Members (as appropriate).

Support the general planning of the Secretariat's work.

Support the Secretariat with managing use MY data's funding, by raising purchase orders and invoices as required.

Administration of use MY data's future charitable status.

Person specification

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| Knowledge and Experience | Demonstrable experience of working in an administrative environment as part of a team | Essential |
| | Experience of managing purchase orders, invoicing and payment processes | Essential |
| | Working knowledge of Microsoft Office including Word and PowerPoint | Essential |
| | Good level of keyboard skills and able to use Microsoft Office programmes | Essential |
| | Experience of working on own initiative and unsupervised, within defined policies and procedures to set timescales. | Essential |
| Key skills | Clear communicator with strong writing skills and command of English | Essential |
| | Excellent organisational skills | Essential |
| | Ability to work effectively as part of a team | Essential |
| | Able to work on own initiative, organising and prioritising own workload to set deadlines. | Essential |
| | An ability to maintain confidentiality and trust | Essential |
| | Ability to manage timekeeping effectively | Essential |
| | Have a flexible/adaptable approach to your work in order to meet various deadlines | Essential |

The only independent UK movement of patients, relatives and carers focussed on the use of patient data to save lives and improve outcomes

Our vision


Our vision is of every patient willingly giving their data to help others, knowing that effective safeguards to maintain the confidentiality and anonymity of their data are applied consistently, transparently and rigorously.

Our mission statement

- **use MY data** is a movement of patients, carers and relatives.
- **use MY data** endeavours to highlight the many benefits that appropriate usage of healthcare data can make, to save lives and improve care for all.
- **use MY data** supports and promotes the protection of individual choice, freedom and privacy in the sharing of healthcare data to improve patient treatments and outcomes.
- **use MY data** aims to educate and harness the patient voice to understand aspirations and concerns around the use of data in healthcare delivery, in service improvement and in research, aimed at improving patient decision making, treatment and experience.

What we do

- We promote the benefits of collecting and using patient data to improve patient outcomes with sensible safeguards against misuse.
- We work to bring a patient voice to all conversations about patient data.
- We have developed the Patient Data Citation, which acknowledges that patients are the source of the data. Details are available [here](#).
- We act as a sounding board for patient concerns and aspirations over the sharing and using of data in healthcare and health research.
- We provide learning resources for patient advocates on patient data issues, including:
 - Hosting events for patients and the public, focussing on patient data topics
 - a library of resources of data security, consent
 - narratives from individuals about the value of collecting and using patient data.
- We advocate public policy that supports the effective use of patient data within appropriate frameworks of consent, security and privacy, and with the aim of providing benefit to patients and their health care services.

www.useMYdata.org.uk
join@useMYdata.org.uk
 [@useMYdata](https://twitter.com/useMYdata)