

Permanent Recruitment - Example Assignments List

The following roles have all been recently recruited by our Office & Professional team:

Fundraising/Business Development



- Childhood First Trust Fundraiser
- Outward Bound Trust & Foundation Fundraiser
- Dreamflight Fundraising Events Manager
- Institute of Cancer Research Legacy Development Assistant
- Parkinson's Disease Society Major Gifts Manager
- International Fund for Animal Welfare Gifts & Legacies Officer

Office management/ Office assistants



- Voice4Change PA/Office Manager
- Medical Foundation for Victims of Torture Administration Manager
- Courtauld Institute of Art Gallery Office Manager
- Barts & the London Charity Receptionist / Office Manager
- Tourette Syndrome (UK) Association Office Supervisor
- Social Enterprise Coalition Office Manager

PA/Executive Assistant



- Place 2 Be PA to CEO
- Sainsbury Family Charitable Trust – PA
- Kings Fund Senior PA to CEO
- Kings College London Academic & Personal Assistant
- RAF Benevolent Fund Executive Assistant
- London Youth Executive Assistant

Administration/Secretarial



- Equity Committee Secretary
- Institute of Education Assistant Registrar
- New Philanthropy Capital Research Administrative Assistant
- Brunel University Administrative Officer
- City Lit Quality Coordinator
- Charities Aid Foundation Team Administrator

Finance & Grants



HIV & AIDS
help & hope
for people
in poverty



- Crusaid
Finance & Admin Officer
- Fairtrade Foundation
Finance Manager
- Cancer Research UK
Payments Officer
- Leverhulme Trust
Grants Administrative
Officer
- Heritage Lottery Fund
Grants Assistant
- Lloyds TSB Foundation
Grants Officer

Communications



- Treehouse Trust
Senior Press Officer
- BASSAC
Communications
Manager
- Society of Trust and
Estate Practitioners
Managing Editor
- ACEVO
Media & Communications
Executive
- Rocket Science UK Ltd
Marketing Officer
- NCVO
Youth Active Research &
Communications Officer

Membership & Events



Frontline agencies in partnership



- Homeless Link
Conference & Events
Manager
- NCVO
Membership Coordinator
- Youth Access
Training & Events
Assistant
- National Autistic Society
Branch & Membership
Services Manager
- Parkinson's Disease
Society
Events Assistant
Communications
- Social Enterprise
Coalition
Membership Services

HR



Off the Streets and into Work



- Royal College of Nursing
Assistant HR Advisor
- Together
Administration Manager
- OSW
HR Manager
- Westminster
Children's Society
Personnel Manager
- British Red Cross
HR Delegate
- Barrow Cadbury Trust
Interim HR Manager

Database/Web/IT



- Broadway
Information Manager
- Shelter
Knowledge Resource
Officer
- Disasters
Emergency
Committee
Donor & Database
Administrator
- Teach First
IT development
- Cancer Research UK
Database Executive