

People & organisational development team administrator

Directorate

Operations

Team

People and organisational development

Reporting manager

Senior learning and organisational development manager

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The operations directorate provides professional support services for the organisation. Its role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals and achieving our vision. We do this through the development of commercial opportunities, legal compliance, finance, IT and facilities, business planning, people and organisational development, impact evaluation, insight gathering, innovation and strategy delivery.

The people and organisational development team supports the charity with recruitment and selection, onboarding, reward and recognition, HR policy and procedure, employee relations, performance management and talent and career management. It also includes learning and development, internal communications and engagement and the volunteering team and works to support our commitment to equity, diversity and inclusion.

Job purpose

The people organisational development team administrator provides administrative, coordination, and operational support to our learning and development (L&D), people, equity, diversity and inclusion (EDI) and internal communications functions. The role

helps ensure smooth delivery of our people and EDI processes and more specifically our learning initiatives by coordinating training event/programme schedules, maintaining accurate records, supporting staff learning and development programs. It also acts as the first point of contact for staff, trainers, and external partners.

Key tasks and duties

Learning and development coordination

- Supporting the learning and development officer to coordinate and administer internal and external training programs, workshops, and learning events
- Manage training calendars, room bookings, virtual sessions, and attendance tracking
- Working with the learning and development officer to liaise with trainers, training vendors, and internal stakeholders to support Breast Cancer Now's learning delivery
- Maintain and housekeep our learning management system (LMS – Civica) records and training documentation
- Provide first-level support on LMS user and administrative queries escalating to Civica where appropriate
- Support the administration of evaluating our training programmes through feedback collection and reporting
- Support new starters by checking their accounts on the LMS are working and they have access to the information they need, flagging any issues to IT and the People team. Enrolling new starters onto the mandatory training and mandatory reads curriculum
- Support organisational development projects as required

HR coordination

- Provide administrative support across our core people activities, including invoicing, onboarding, offboarding, and the employee lifecycle processes
- Maintain accurate and confidential employee records in our HR information system (HRIS - Cascade) and in individual electronic personnel files
- Provide administrative support to our recruitment team as and when required using our applicant tracking system (ATS – Jobs Go Public/Talos 360). For example, interview scheduling, candidate communication and collation of recruitment documentation
- Respond to first line employee people-related queries, escalating to the relevant member of the people team as appropriate
- Assist the senior people manager to ensure our people policies, procedures and templates are up to date on our intranet (iNow)
- Working with the people team to identify opportunities to improve coordination, efficiency, and employee experience

Equity Diversity & Inclusion Coordination

- Register, build, and maintain a record of all staff who have completed EDI related training (e.g. Inclusive employers' training attendance, inclusive leadership, EDI specific topics)
- Track attendance and completion rates by department or role
- Send reminders for overdue or upcoming training sessions
- Support coordination of new or refresher training sessions including collecting attendee feedback to analyse and measure impact
- Capture, monitor, and report EDI goals across personal development plans, team EDI plans and objectives

Internal Communications & Engagement

- Provide administrative support to the Senior Internal Communications & Engagement Manager supporting new starter announcements and cascading information as and when required

Reporting

- Using our LMS, HRIS and ATS and working closely with colleagues within the people and organisational development team to develop and maintain regular people management reports and KPI's where required. For example, headcount, leaver, absence, recruitment, engagement, surveys, training and diversity metrics
- To liaise with our HR advisors to ensure employee records are updated as necessary. Changes could include job titles, salaries and reporting lines
- Produce ad-hoc reports and dashboards for the people and organisational development leadership team as well as for other department and team needs upon request
- Support the annual people and organisational development processes with data and reports relating to performance reviews, pay reviews, benefit renewals, engagement surveys and compliance audits
- Use data to identify trends, risks, and opportunities to support and improve our people strategies

Other

- Adhere to all Breast Cancer Now's policies and procedures
- Any other duties within the scope and remit of the role, as agreed with your manager

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of working with information systems ideally within an HR function	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of providing HR reporting and metrics	x	x
Experience of working in an HR/people team	x	x
Experience of working in the charity or not-for-profit sector		x
Experience of working with diversity and inclusion reporting frameworks		x

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Strong organisational skills with ability to prioritise own self, particularly when working across teams/ functions with different priorities	x	x
A good communicator with the ability to communicate technical concepts to non-technical users in written and spoken form	x	x
Ability to handle confidential information with discretion	x	x
Ability to contribute and work effectively as part of a small team, with differing priorities, both remotely and in person and face to face	x	
High attention to detail and commitment to data quality	x	
Proficient in Microsoft packages including Excel and Word	x	x
Understanding of GDPR in the workplace practices		x

Role information

Key internal working relationships

You'll work closely with the following:

- All members of the people and organisational development team. Specifically;
 - Learning and development team
 - People team
 - Senior internal communications and engagement manager
 - Senior EDI lead
- Colleagues across all directorates within Breast Cancer Now

Key external working relationships

You'll work closely with the following:

- Representatives from:
 - Cascade
 - Civica
 - Jobs Go Public
 - Talos 360

General information

Role location and our hybrid working model	This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in 6 th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)
Hours of work	35 per week, Monday to Friday
Contract type	Permanent
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.

**Immigration, Asylum
and Nationality Act
2006**

You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.

**Our commitment to
equity, diversity and
inclusion**

We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated February 2026

Find out more about us at
breastcancer.org

**BREAST
CANCER
NOW** The research &
support charity