

International Charity Administrator (Full time)

WellFound is an international charity working in the poorest regions of Africa. Our work involves providing basic water and sanitation to the poorest and enabling them to build a successful life. We have worked in five countries providing over 90,000 people with fresh, clean water.

We are looking for an effective administrator who will provide essential support to run our projects effectively, and support the team with fundraising and marketing. You will be creative and not be afraid to try new ideas and take initiatives.

If you have the passion in international development, we would like you to join our growing team. The suitable candidate will be eligible for 28 days annual leave (inclusive of bank holidays) and contribution towards a pension scheme.

To apply, please send your CV along with a covering letter explaining your experience and skills relevant to the role to antony.kingsley@wellfound.org.uk . Applications without a covering letter will not be considered.

Hours:

35 hours per week (Monday to Friday – 9.00 till 5.00)

Job Purpose:

The job is to provide necessary project support for the work in Africa and to provide administration, including donor relations, for the running of the charity in the UK.

Job Description

Project Support (Africa):

- Responsible for collecting regular monitoring information in liaison with respective Country Managers.
- Ensure all files, records, evidence of projects are compiled and stored in accordance with project requirements.
- Assist the CEO with health and safety, insurance and HR function in Africa
- Organise project visits and liaise with local staff on logistics and safety of visiting staff and trustees

Charity Administration (UK):

- Responsible for opening and closing the office
- Maintaining petty cash systems and donations
- Maintaining filing, IT and admin systems
- Planning and purchasing office supplies

- Providing support on fundraising events and activities
- Assist with HR functions of the organisation
- Assist with Health and Safety and data-protection aspect of the organisation

Donor Relations:

- Dealing professionally with donations and general queries received by letter, email and telephone
- Processing Direct Debit instructions and Gift Aid in accordance with regulations
- Keeping abreast of marketing and advocacy campaigns, publications, forms and changes to the WellFound website
- Proactively contacting donors as appropriate
- Ensuring website queries and general queries are dealt with appropriately
- Ensuring that records on the database are correct and updated where necessary

In addition to the above, the post-holder will be responsive to a range of needs that may arise within the general office administration, and activities including fund-raising events outside the office for the promotion of the aims of the charity.

PERSON SPECIFICATION

Knowledge, skills and experience:

- At least 2 years' experience in administration and customer relations
- Experience in running events and activities
- Result oriented with excellent attention to detail
- Ability to work on own initiative and manage and prioritise own workload.
- Excellent communication skills, including written, verbal, numeracy, interpersonal and presentational skills.
- Desk Top Publishing skills and the ability to use a range of media related software
- IT literate (including Microsoft Word, Outlook and Excel, and the internet) ideally including WordPress

Personal Qualities:

- An empathy with the needs of people who have no access to clean water
- Resilient - able to work well under pressure and manage competing priorities effectively
- Enthusiasm and commitment
- Good team player with a flexible, industrious attitude
- Results driven
- Open to new experiences and opportunities