

SEEKENYA JOB DESCRIPTION

ROLE DETAILS			
Job Title:	Part-Time Charity Administrator	Date	November 2024
Reports to:	Charity Manager	Agreed by	Board of Trustees
Location:	The King's Church, 33-35 Victoria Road, Burgess Hill, West Sussex, RH15 9LR		
Hours of Work:	10 hours per week		
Salary Range:	£22,000 -£24,000 FTE (depending on experience)		

Job Purpose:	<p>To oversee the day-to-day administration of the Charity</p> <p>To help plan and organise volunteer clinic and trustee trips to Kenya</p> <p>To respond to all enquiries received via email, phone or letter</p> <p>To engage with supporters including managing social media streams and maintaining the supporter database</p> <p>To assist in completing grant applications and ensure effective communication and reports for funders</p> <p>To maintain basic financial records</p> <p>To arrange, attend and minute trustee meetings</p>
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KEY DUTIES AND RESPONSIBILITIES
<p>Administration:</p> <ol style="list-style-type: none"> 1) To monitor the SeeKenya email and respond or forward as appropriate 2) To receive and bank any donations received in cash, by cheque or charitable trust 3) To process, record and enter payments for all requires expenditure <p>Trips:</p> <ol style="list-style-type: none"> 1) To onboard new volunteers ensuring all appropriate documents and forms have been issued and completed and the appropriate references and DBS checks have been made 2) To make all logistical arrangements including booking flights, organising transport to airport and liaising with our Kenyan partners 3) To arrange the purchase of trip insurance, consumables and other trip related items as instructed by the team leader 4) To complete an emergency details folder for the team leader <p>Supporter engagement:</p> <ol style="list-style-type: none"> 1) To communicate effectively with supporters including thank you cards, phone calls and newsletters 2) To maintain and update supporter database. 4) To assist the Comms Manager with direct communications and other social media. 3) To assist in the completion of grant applications and ensure effective communication and reports are sent to funders <p>Financial Records:</p> <ol style="list-style-type: none"> 1) To record all financial transactions on a simple spreadsheet 2) To ensure all supporting documentation is copied and filed electronically <p>Trustee Meetings:</p> <ol style="list-style-type: none"> 1) To communicate with trustees ahead of each meeting and supply copies of previous minutes and other relevant documentation 2) To inform the chair of trustees of any policies or other items that need to be reviewed at that meeting 3) To attend each trustee meeting (usually 5 or 6 per annum) and take minutes of the meeting 4) To circulate copies of the minutes

This position is conditional on provision of our Safer Recruitment policy, which includes receiving two references and an Enhanced DBS Certificate, as well as carrying out various other checks to ascertain eligibility and suitability for the post.

JOB DESCRIPTION AGREEMENT

The dated signatures of both current post-holder and his/her manager as an agreement that the job description provides an accurate outline and picture of the job as it currently exists.

Signed _____ Post-holder Date _____

Signed _____ Manager Date _____

	Essential	Desirable
Education (Eg: degree/ professional qualification)	<ul style="list-style-type: none"> • Education to college level or equivalent • Understanding of charities and working with volunteers 	<ul style="list-style-type: none"> • Education to A level or equivalent. • 2 years of experience
Experience	<ul style="list-style-type: none"> • Some proven experience of working in administration preferably in the charity sector 	<ul style="list-style-type: none"> • Proficiency in using social media platforms, including Facebook and Instagram • Grant fundraising or similar • Updating websites (preferably Wix)
Skills / Abilities	<ul style="list-style-type: none"> • Ability to work on own initiative • Excellent communication • Good numeracy • I.T. literate and able to use Office 365 programs to a functional level 	<ul style="list-style-type: none"> • Cross Cultural Understanding
Personal /Other	<ul style="list-style-type: none"> • Committed to and embrace the ethos, vision statement and values of SeeKenya • Availability to attend meetings in evenings. • Flexible working hours in lead up to trips 	