

Job Pack:

# Fundraising Administrative Assistant



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## 1. Letter from the Head of the UK

CHILDREN  
ON THE EDGE



8 November 2012

Dear Applicant

### **Fundraising Administrative Assistant**

Thank you for your interest in the role of Fundraising Administrative Assistant at Children on the Edge. The role is a fantastic opportunity to work for a small organisation making a difference to lives of vulnerable children around the world.

This is a key role in a small team with the main responsibility for keeping the office running smoothly as well as helping to promote our work in the local area. The ability to multi-task is paramount, as is a passion and enthusiasm for getting our message out.

Children on the Edge is an international NGO based in West Sussex that exists to help some of the most marginalised children in our world. We have 11 projects in 10 countries across 4 continents, helping over 3,000 children every day.

We run an efficient and organised office and now want to take it up a gear to further resource our work. We need someone who is proactive, a self starter who can hit the ground running. As well as bringing their skills to the table, we also need someone who is teachable and can learn the intricacies of a small fast moving organisation.

If you think you have the skills we need and the desire to be part of a small yet strong UK team, we would be delighted to hear from you.

I look forward to receiving your application.

Your sincerely

A handwritten signature in black ink, appearing to read 'Ben Wilkes'.

Ben Wilkes  
Head of UK

## 2. Role Profile

Job title	Fundraising Administrative Assistant
Hours	22.5 hours per week.
Location	Chichester, West Sussex, UK
Reports to	Office Manager
Responsible for	None
Purpose	To ensure the smooth administrative running of the UK office and undertake fundraising in the local area.
Key External Contacts	Donors (corporates, individuals and community), supporters, fundraisers, volunteers, local contacts, trustees and the general public.
Key Internal Contacts	All Children on the Edge staff based in the UK (6) and internationally (3).
Other Considerations	Some out of office hours may be required from time to time.

Key Accountabilities	Key Elements	% of time
Office Administration	<ul style="list-style-type: none"> <li>• <b>FIRST POINT OF CONTACT:</b> To act as first point of contact for all telephone calls and visitors to the office, ensuring all communication with callers/visitors is appropriate and professional.</li> <li>• <b>DATABASE:</b> Updating Customer Relationship Management (CRM) Database with all donations, invoices and communications.</li> <li>• <b>FINANCE:</b> Assisting with weekly finance procedures including reconciling, banking and preparing paperwork for our accountant.</li> <li>• <b>GENERAL ADMINISTRATION:</b> Including dealing with incoming and outgoing mail, general correspondence, photocopying, filing, stationary.</li> <li>• <b>GENERAL OFFICE TASKS:</b> Responsible for checking and maintaining all office and kitchen supplies and equipment.</li> <li>• <b>TRAVEL:</b> Booking travel arrangements for members of the team and associated colleagues.</li> </ul>	66%
Local Area Fundraising	<ul style="list-style-type: none"> <li>• Fundraising for Children on the Edge in the local area with various groups and individuals. For example: <ul style="list-style-type: none"> <li>- Giving talks to local rotary/church/school groups</li> <li>- Supporting fundraising initiatives organised by volunteer supporters</li> <li>- Attend exhibitions and fundraising events relating to Children on the Edge.</li> </ul> </li> </ul>	33%

### 3. Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Confident in face to face communication</li> <li>• Customer service focus</li> <li>• Computer literate with MS Office and online applications</li> <li>• Good time management skills</li> <li>• Excellent organisation and administration skills</li> <li>• The ability to multi-task and prioritise workload</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with Apple computers and programmes</li> <li>• Demonstrated presentation skills</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• General office experience</li> <li>• Experience of supporting a small team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in arranging travel and accommodation abroad</li> <li>• Experience supporting Directors or office in a PA capacity</li> <li>• Experience of working in the voluntary sector</li> <li>• Fundraising experience</li> <li>• Experience of co-ordinating a small group of people</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• General financial processes</li> <li>• Good knowledge and understanding of databases and spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the voluntary sector</li> <li>• Knowledge of Salesforce</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Pro-active and teachable</li> <li>• Outwardly confident in dealing with people</li> <li>• Professional and warm inter-personal skills</li> <li>• Team player</li> <li>• Good use of initiative</li> <li>• Attention to detail</li> <li>• Enthusiasm for justice and international development</li> <li>• Sense of fun</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Educated to A-level</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in business administration or a degree</li> <li>• Driving Licence</li> </ul>

#### **4. Working at Children on the Edge**

**The salary range we offer for this post is:** £18,000 pro rata. i.e £10,800 for 22.5 hours

**The hours we work at Children on the Edge:**

We have a flexible working practice. Our offices are open between 8am and 5.30pm with core hours from 9.00am to 5.00pm.

As this post is for 22.5 hours, the specific working hours can be negotiated.

**Our holiday entitlement is:**

23 days per year plus Public Holidays for full time staff and pro rata for part time staff. Staff who have worked for five years are entitled to an additional 5 days holiday per year and staff who have worked 10 years, an additional 10 days. Maximum holiday entitlement 33 days.

**This contract is:**

Offered as a permanent contract.

**The probation period for all appointments is:**

Subject to satisfactory completion of the first three months of employment.

**Our pension scheme:**

Children on the Edge will contribute 3% to one of two chosen stakeholder pension plans.

**Where we are located:**

5 The Victoria, 25 St Pancras, Chichester, West Sussex, PO19 7LT

**Child Protection:**

Candidates will be expected to comply with our child protection policy.

## 5. The Recruitment Process

### To apply, email or post:

- Your CV
- A supporting statement showing how you meet the person specification

### To:

Emily Dadson  
Office Manager  
Children on the Edge  
5 The Victoria  
25 St Pancras  
Chichester  
West Sussex  
PO19 7LT

The closing date for applications is **Thursday 22nd November 2012**

First round interviews will be held on **Wednesday 28th November 2012**. Successful applicants will be informed of the second round interviews by 5pm on Thursday 29th November 2012 with interviews taking place on Wednesday 5th December 2012.

If you have any queries about this role, please contact Emily Dadson on 01243 538530, [emilydadson@childrenontheedge.org](mailto:emilydadson@childrenontheedge.org)





## 6. Further Information about Children on the Edge

### OVERLOOKED CHILDREN ON THE EDGES OF SOCIETY

Children should be found safely at the centre of a family. They should be enveloped with layers of protection from their government and wider international authorities. Tragically the children we help have often been stripped of these forms of care and protection.

These are children who have lost their parents in conflict, children whose governments persecute them until they flee their homes, and children overlooked by the radar of international justice. Even the roving eyes of the media rarely settle on the children we work with, they are no longer at the centre, but pushed to the edges and completely overlooked.

The Edge for these children entails vulnerability and hardship. Here children cannot access the food they need, the education they deserve, the protection and care that is vital to their wellbeing, nor the opportunities to actually enjoy a childhood.

This means they are subject to a life of poverty wracked with malnourishment and disease. They cannot access education, and they are vulnerable to exploitation and abuse.

### WHAT WE DO

Children on the Edge exists to search out overlooked children on the edges of society and help them to thrive.

We give them a safe environment where they are protected and their rights to education, nourishment and play are upheld. By bringing life, colour and fun, we give them a chance to just be children.



## HOW WE HELP

Children on the Edge is a small and discreet organisation that cuts through red tape to get the job done.

Every situation we work in is different, yet in each instance, we work with three guiding principles:

**Relationally:** We work with a network of likeminded people and local partners in order to develop programmes that are sustainable and genuinely meet the needs of children that are most on the edge. Our work is always a conversation, not a clipboard and our projects encourage independence instead of fostering dependence.

**Under the radar:** Our small size and desire to search out overlooked children on the edge means that increasingly our work is required to be covert. At times we will need to be determined and go against the flow to reach children in situations where few other agencies go and do what needs to be done.

**Creatively:** Projects will be tailor made to the situation, locality and people group. They will always be child centred, culturally sensitive and often unconventional should the situation demand it.