



# THE NAZARETH TRUST

HEALING IN THE NAME OF JESUS SINCE 1861

## Administrative Assistant

The Nazareth Trust (TNT) is one of the largest Christian charities in Scotland, tracing its roots back to 1861, and employing over 700 people in Nazareth, Israel, through its hospital, nursing college, biblical tourism village and international volunteer programme. A small Head Office is maintained in Edinburgh, which provides administrative support as well as PR and fundraising initiatives.

For more information visit [www.nazarethtrust.org](http://www.nazarethtrust.org).

We are looking for a temporary part-time Administrative Assistant based in Edinburgh. He/she will be able to support our Executive Assistant/UK Office Manager in basic but varied administrative duties and should preferably have a Christian faith or at the very least respect our Christian ethos.

The task is to provide high-quality administrative support across the organisation, particularly during busy Board meeting periods and in the absence of our Comms and Marketing Officer. This role ensures the smooth running of office operations, supports donor communication, assists with events, and helps maintain accurate organisational records and systems. Please see the job spec below:

**Job Description:** Temporary Office Administrator (Part-Time, 2 Days/Week)

**Position Title:** Temporary Office Administrator

**Reports To:** Board Executive Assistant/ UK Office Manager

**Contract:** Part-time, 2 days per week (approx. 3–6 months or as required)

**Salary:** Pro rata £26k

## Key Responsibilities

### 1. Board & Executive Support

- Assist the Executive Assistant with Board meeting logistics where necessary e.g. insurance, travel arrangements
- Proofreading papers
- Annual Report - support the preparation of the Annual Report by gathering required info

### 2. Office Administration

- Maintain office equipment, stationery, and supplies; place orders when needed.
- Prepare thank-you letters, welcome emails, and general follow-up communications.

### 3. Finance

- Assist EA with general bookkeeping

### 4. Donor Management & Communications

- Record donations and run donation reports (Paypal, Stewardship, CAF, other platforms).
- Maintain donor details and communication records within the CRM.
- Draft and send donor thank you's as needed, - ad hoc donations and quarterly for recurring donors.

## **5. Compliance & Reporting**

- Run reports from CRM for other internal teams when requested.

## **6. CRM & Database Administration**

- Maintain, update, and clean customer and donor records.
- Assist with database housekeeping and archiving outdated information on CRM.
- Ensure accurate data entry and consistent use of CRM systems.
- CRM growth – assist with new customer records

## **7. Events Support**

- Supports our events, including applications, itinerary preparation, payments.
- Provide logistical support for other events as required.
- Assist with posting updates on social media for this event and website pages, under guidance.

## **Skills & Experience Required**

### **Essential**

- Christian or at the very least respects our Christian ethos
- Strong administrative and organisational skills.
- Proficiency in Microsoft Word and Teams; basic Excel competence.
- Ability to quickly learn new software (CRM and internal systems).
- Excellent written and verbal communication skills.
- Friendly, calm, professional manner.
- Accuracy and attention to detail.
- Ability to manage multiple tasks and work under pressure.
- Customer service mindset.

### **Desirable**

- Experience with donor databases or CRM software.
- Social media or website updating experience.
- Understanding of event administration.

### **Personal Attributes**

- Warm, approachable, and people-focused.
- Organised and dependable.
- Able to work independently and use initiative.

We would require an early employment date, if possible, for the work on our policies.

If you are interested, please mail an up-to-date CV and a covering letter to [fiona@nazarethtrust.org](mailto:fiona@nazarethtrust.org).