

ABCD Executive Administrator - Job Description

4 days a week- flexible working hours.

£30,000 pro rata

Location – can work from home. Preferably based within reasonable distance of Goodworth Clatford.
Quarterly meetings in London.

Job Outline

The main aim of this job is to support the Chair and the Trustees in the carrying out of their work.

Management and Governance

- **Management** – oversee the administration of ABCD, namely donation processing and data management, and day to day charity communications.
- **Meetings** – arrange the dates and venues of all meetings. Organise agendas with the appropriate Chairs and Committees. Send timely reminders for relevant papers to be written and distribute in a timely manner. Take and distribute minutes.
- **Field Visits** – organise all itineraries and logistics for international travel by liaising with the Board and ABCD's partners in a timely manner.
- **Guidelines** – maintain and update ABCD's terms of reference and policies in conjunction with the appropriate committees and individuals.

Marketing and Digital

- **Newsletters** - Assist the Communications Team in the compilation, design, printing and distribution of ABCD's bi-annual hard copy and electronic newsletters and general publicity
- **Social Media** – manage ABCD's social media accounts (Facebook, Twitter, Instagram), scheduling regular content. Respond to all social media enquiries. Implement digital fundraising opportunities (i.e. Give as you Live)
- **Website** – liaise with the website developer to manage the ABCD website.
- **Publicity** - design and organise the printing of flyers and posters for fundraising events. Design and distribute electronic publicity.

Fundraising

- **Participatory Events** – support the Chair of Fundraising and the Fundraising Committee in the organising of charitable events.
- **Trusts and Grants** – identify appropriate Charitable Trusts and Grants. Assist in the preparation of proposals and the reporting back to Trusts following successful applications.
- **Networking** - comfortable networking and public speaking on behalf of ABCD.

Project Administration

- **Reports** - Process reports from the projects in conjunction with the Project Manager.

Skills and other considerations

Happy working in a small team, sometimes remotely. Good writing and communication skills. Clean UK driving licence. Clean DBS check. Aware of the political sensitivities of being a humanitarian charity working in Palestine. Preferably has had experience working in another charity.