



One Step at a Time

REGISTERED CHARITY NUMBER 1127562

Charity Administrator Job Vacancy

Recruiter One Step at a Time Charity Number 1127562
Location Higham Ferrers, Northamptonshire and some home working

Charity Administrator

1 year temporary contract with the high possibility of renewal

Part time – 15 hours per week (with the possibility of extra hours)

We are a charity that provides support to vulnerable children and their communities in Northern Uganda. We deliver immediate and lasting improvements by working together with local communities, families, government and other organisations for a more fulfilling and sustainable life for everyone. We are a small charity that makes a big difference where it really matters.

We are currently recruiting for an experienced Administrator to join our well-established charity in Northampton. This is a busy and varied role and requires someone who is confident, self-motivated and organised with exceptional communication skills and strong attention to detail.

Responsibilities of the Administrator will include:

- Organise meetings of Trustees and circulate agenda
- Maintain records of sponsors, donors, supporters and service users, coordinating with colleagues in Uganda
- Provide confidential and comprehensive administrative support to the Founder and others as directed from time to time
- Maintain and update OSAAT's public information, via the web site and social media
- Write reports and articles, initially for approval but increasingly publishing these without the need for support
- Manage the diary and travel arrangements for the Founder and other Trustees or colleagues, as directed
- Be prepared to contribute ideas and suggestions on any aspect of the charity's work or internal affairs, that you believe will help its successful growth and operation

Skills required:

- A passion for people and the opportunity to make a difference to the lives of others
- Excellent attention to detail
- Strong administration skills
- Well organised with the ability to prioritise
- Excellent communicator - Able to build strong relationships with colleagues
- IT literate - competent user of internet, social media and Microsoft packages including word and excel
- Self-confident - comfortable having conversations regarding disadvantaged children and families
- Self-motivated
- Ability to work independently and in conjunction with others.
- Flexibility to work at the charity base in Higham Ferrers and from home.
- A positive approach to work and ability to problem solve.

Experience and qualifications required***Essential***

- IT experience and competent in use of word and excel
- Experience of working in an administrative role with little direct supervision

Preferred

- Experience working within the voluntary sector
- IT Qualifications
- Experience organising, marketing and promoting a product or event

If you wish to discuss this post further please contact Sandra Murphy (Charity Founder) 07765 156123. To apply please send a letter of application outlining your experience and suitability to the post to sandrapmurphy@hotmail.com or to 80 High Street, Higham Ferrers, Northants, NN10 8BJ

Closing date for application Thursday 30th March