**Job Description**

**Job Title**: Administrator and Fundraising Officer (Part time)

**Salary:**  £8,960 per annum (£24,000 pro rata)

**Hours:**  14 hours per week, with some flexibility over how this is spread across the week. Occasional evening and weekend work required.

**Location:** Primarily based in office in Glasgow

**Travel**: Occasional speaking engagements in and around Glasgow.

Board meeting twice a year in Glasgow and Northern Ireland.

**Responsible to:** Line Manager and Board of Trustees

**Benefits:** Contributory workplace pension scheme

**Probationary period:**  3 months

**Overview:**

Dwelling Places UK was set up in 2007 to support the ongoing grassroots work of Dwelling Places – a Christian NGO based in Kampala, Uganda. Dwelling Places is dedicated to the rescue and rehabilitation of vulnerable street children, abandoned babies and high-risk slum families.

The main roles of Dwelling Places UK are as follows:

* To raise awareness of the plight of street children in Uganda and the work of Dwelling Places
* To be a financial resource to the objectives of Dwelling Places
* To encourage and equip volunteers to serve both in Uganda and in the UK

**Purpose of the role:**

Accountable to the Board of Trustees, the Administrator and Fundraising Officer, along with the Administrator and Development Officer, is responsible for the day to day administration of the charity. Dwelling Places UK currently employs two part time Administrators, who work a total of 34 hours per week. You will be working closely with the A&D Officer, with potential for some overlap in working hours and tasks, but will be required to work independently as well.

This job description is not a definitive list of tasks; rather, it is designed to give an overview of the job. Items marked with an asterisk will primarily be the responsibility of the A&D Officer, but you will be required to have a working knowledge of them. It is envisaged that the post holder will use their own initiative and develop the job so that the overall aims of Dwelling Places are achieved.

**Key Duties and Responsibilities:**

1. General administration
2. Maintaining accurate records and databases
3. Communicating with donors and supporters
4. Coordinating arrangements for occasional visits from Dwelling Places staff
5. Fundraising
   1. Funding/ grant applications for Dwelling Places UK
   2. Encouraging others to coordinate fundraising activities
   3. Developing and promoting fundraising resources
   4. Assisting Dwelling Places with developing and delivering fundraising campaigns
6. Financial management
   1. Ongoing administration of donations, including online giving platforms and cash banking
   2. Managing petty cash to support the day to day work
   3. Liaising with the Treasurer (UK Board member) over monthly transfers to Dwelling Places
7. Advocacy
   1. Seeking out new partnerships and opportunities to raise the profile of Dwelling Places UK
   2. Planning and delivering speaking engagements and children’s and youth sessions
   3. Praying for, and encouraging others to intercede for, both charities
8. Marketing and media
   1. Assisting Dwelling Places with creation and distribution of updates/ news/ prayer requests
   2. Updating and creating marketing material
   3. Developing and promoting digital media
   4. Maintaining and updating website and Social Media platforms
9. Strategic planning & policy development
   1. Reviewing and writing annual work plans, in line with the strategic plan for Dwelling Places UK
   2. Reviewing and updating policies and procedures
   3. Assisting Dwelling Places with policy development
10. Liaising with Dwelling Places staff
    1. Supporting the development of new initiatives
    2. Capacity building as needed
11. Reporting
    1. Writing bi-annual reports for Board meetings and attending meetings
    2. Attending regular meetings with Line Manager

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Experience** |  |  |
| 1. Administrative experience 2. Financial/ book-keeping experience 3. Funding/ grant application experience 4. Proven ability of working in a customer/ client facing environment 5. Ability to use own initiative and be self-directed 6. Excellent organisational skills, with the ability to manage a wide range of tasks and a heavy workload 7. Understanding of confidentiality and data protection 8. Personal experience of working cross-culturally 9. Working knowledge of Social Media 10. Experience of website maintenance | √  √  √  √  √  √  √ | √  √  √ |
| **Skills and Abilities** |  |  |
| 1. Excellent written and oral communication skills 2. Computer literate with proficient word processing skills, and knowledge of Microsoft Office. 3. Very good attention to detail, particularly with record keeping 4. Excellent presentation skills 5. Ability to think and plan strategically 6. Problem solver 7. Strong interpersonal skills 8. Ability to inspire and challenge others | √  √  √  √  √  √  √ | √ |
| **Personal Qualities** |  |  |
| 1. A professional manner and ability to attend to people in an efficient and courteous way 2. An interest in cross cultural mission and development work 3. A self-starter with an ability to work very independently as well as part of a team 4. Have full sympathy with the aims and ethos of Dwelling Places UK (a Christian charity) 5. Ability and willingness to work occasional evenings and weekends | √  √  √  √ | √ |