****

**Maternity Cover Administrator and Development Officer (part time)**

**Organisation**: Dwelling Places UK

**Salary**: £12,800 per annum (£24, 000 pro rata)

**Status**: 9 months maternity cover, part time (20 hours per week)

**Location**: Glasgow

**Role**:

Dwelling Places UK is seeking to recruit a skilled and self-motivated Administration and Development Officer. You should be a skilled administrator, have proven marketing and communications experience, be able to demonstrate your ability to multi-task and use your initiative, and have a personal commitment to advocacy.

**Organisation:**

Dwelling Places UK supports the work of Dwelling Places, a Christian NGO based in Kampala, Uganda, dedicated to the rescue and rehabilitation of street connected children. Dwelling Places UK does this through raising awareness, being a financial resource to Dwelling Places, and equipping volunteers to serve both in the UK and in Uganda.

For more information on the work of both Dwelling Places UK and Dwelling Places, please visit [www.dwellingplaces.org](http://www.dwellingplaces.org)

**Application notes**:

For a detailed Job Description and Person Specification, please contact Debs Craig on [office@dwellingplaces.org.uk](mailto:office@dwellingplaces.org.uk). These are also available to download from the website.

To apply for the position, please send in your CV (including details of referees) and a covering letter (no more than one A4 page) addressed to:

Mrs Valerie McCluskey, Dwelling Places UK, c/o The ARK, 1484 Paisley Road West, Glasgow, G52 1SP

Or email to: [office@dwellingplaces.org.uk](mailto:office@dwellingplaces.org.uk) (FAO Mrs Valerie McCluskey)

Closing date: Friday 1st Nov 19 at 5pm

Interviews will take place: Thursday 7th Nov 19

Start date: w/c 9th Dec 19

Please note that the interview date and start date are fixed.

**Job Description & Person Specification**

**Job Title**: Maternity Cover Administration and Development Officer (Part time)

**Salary:**  £12,800 per annum

**Hours:**  20 hours per week, with some flexibility over how this is spread across the week. Occasional evening and weekend work required.

**Location:** Primarily based in Glasgow

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

Board meeting in Northern Ireland once a year.

**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:**

Dwelling Places UK currently has two part time members of staff, who work a total of 34 hours per week. Accountable to the Board of Trustees, the Administration and Development Officer and the Administration and Fundraising Officer are responsible for the day-to-day administration of the charity as well as its long-term development. You will be working closely with the Administration and Fundraising 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 Administrator, 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 Dwelling Places’ overall aims are achieved.

**Key Duties and Responsibilities:**

1. Marketing and media
   1. updating and creating marketing material
   2. developing and promoting digital media
   3. maintaining and updating website and social media platforms
   4. developing and promoting marketing material for fundraising campaigns
2. 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
3. Empowering volunteers and supporters
   1. ongoing administration associated with overseas volunteers, including managing the Overseas Volunteers Assistant as needed and carrying out orientations
   2. recruiting, monitoring and encouraging UK ‘Champions’ (volunteers)
4. Coordinating and promoting the Child Sponsorship Programme (CSP) for UK sponsors
   1. liaising with CSP Officer at Dwelling Places
   2. communicating with sponsors and potential sponsors
5. \*General administration
6. maintaining accurate records and databases
7. communicating with donors and supporters
8. coordinating arrangements for visits from Dwelling Places staff
9. \*Fundraising
   1. encouraging others to coordinate fundraising activities
   2. developing and promoting fundraising resources
   3. assisting Dwelling Places with developing and delivering fundraising campaigns
10. \*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
11. \*Liaising with Dwelling Places staff
    1. supporting the development of new initiatives
    2. capacity building as needed
12. \*Reporting
    1. writing bi-annual reports for Board meetings and attending meetings
    2. attending regular meetings with Line Manager

\*items marked with an asterisk are the joint responsibility of both employees

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Experience** |  |  |
| 1. Administrative experience 2. Excellent organisational skills, with the proven ability to manage a wide range of tasks and a heavy workload 3. Discretion and understanding of confidentiality issues 4. Experience and expertise in marketing including e-marketing, digital fundraising and social media 5. Communications and PR experience 6. Proven experience of managing donor relationships 7. Experience of managing volunteers 8. Experience of organising fundraising events 9. Website design and maintenance experience 10. Personal experience of working with national or local organisations in the Global South | √  √  √  √  √  √ | √  √  √  √ |
| **Skills and Abilities** |  |  |
| 1. Excellent written and verbal communication skills, with a proven ability to communicate ideas persuasively to a variety of audiences 2. Computer literate with proficient word processing skills, and knowledge of Microsoft Office 3. Presentational skills and public speaking 4. Ability to use own initiative and be self-directed 5. Ability to think and plan strategically 6. Problem solver 7. Strong interpersonal skills 8. Very good attention to detail 9. 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. Knowledge of and interest in international development 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 | √  √  √  √  √ |  |