

Administrator, London

- 3 days per week, in London, ideally starting from Dec 2020 (with some WFH due to Covid-19)
- £22,000-£24,000 per annum (pro rata), depending on experience
- 1-year contract (with 3-month probation period)
- Possibility of full-time employment

Are you a proactive, target-driven individual looking to further your skills and experience within a dynamic arts and education charity running programmes in the Arab region? This position would suit someone with excellent communication who is keen to apply their knowledge within an ambitious charity. They will play a key role in Seenaryo's plan to double its reach over the next five years, while establishing programmes in other Arab region countries.

The Administrator reports to the Chief Operating Officer in London, and will have regular contact via Zoom with our team in Lebanon and Jordan where we run our projects. They should have a minimum two years' experience in the charity sector or other administrative roles, and a passion for arts and education.

As a core member of a small team, the versatile position includes the following responsibilities:

Fundraising

- Work with the Chief Operating Officer to achieve fundraising targets
- Assist with fundraising streams including individual, corporate and events
- Attend meetings with funders and partners, networking events, and UK based projects
- Create and maintain donor contacts, activities and reports in the CRM system

Finance

- Process donations (e.g. cashing cheques, reconciling Seenaryo's donations)
- Basic bookkeeping (e.g. checking staff logs, working with external bookkeeper)

Comms

- Ensure that all documentation is produced within Seenaryo's house-style
- Create communications copy and distribute (e.g. social media, newsletters)
- Produce other communications content (e.g. short videos)
- Develop new contacts and engage UK press to promote Seenaryo's activities and brand
- Upload content onto Seenaryo's two websites (requires no coding experience)

Monitoring & Evaluation

- Collect and analyse data for monitoring & evaluation
- Write accurate, clear and on-time reports in keeping with funder/partner requirements

Other

- Upload content onto the Seenaryo Playkit app (requires no coding experience)
- Other administrative duties, e.g. updating HR policies, renewing annual insurance
- HR support, e.g. processing and posting job applications

Essential Qualifications and Experience:

- Educated to degree level or equivalent
- Minimum of two years' experience in the charity sector or other administrative roles
- Experience of developing comms material, and the ability to explain clear outcomes and impact
- Excellent computer literacy, including Microsoft Office

Desirable Experience (not essential):

- Spoken or written Arabic
- Working in or about the Arab region
- Working as part of a small team within a charity
- Understanding of fundraising practice and standards
- Adobe InDesign & Photoshop, as well as basic film editing software
- Working with CRM databases, e.g. Salesforce
- Understanding of where to source information on UK charity sector and identify opportunities

Job specific skills and experience:

- Openness to new challenges and learning new skills
- Ability to multitask while maintaining attention to detail
- Ability to work within a small, multi-disciplinary team
- Numeracy / data analysis and evaluation skills

How to apply:

Candidates should email naqiya@seenaryo.org with the subject "Administrator". The email must include:

- Your CV
- A full covering letter outlining details of all relevant experience and an explanation of your interest in the role (no more than one page)
- Details of two references

Application Deadline: **Friday 20th November, 6pm (BST)**

Interviews: **Thursday 26th November**

The job will ideally begin in December. The exact start date will be decided in discussion with the selected candidate.

To find out more about Seenaryo, please visit our websites:

www.seenaryo.org / www.seenaryoplaykit.org