

Job Title: Programmes / Administration Officer

Location: Based in London (Earls Court)

Salary: £24-28,000 per annum, depending on experience

Duration: One year contract (renewable)

Office Hours: 9.00am - 5.00pm

Holiday allowance: 25 days per annum plus UK bank holidays and WA-UK additional discretionary days over Christmas / New Year.

Welfare Association

Welfare Association (WA-UK) is a UK registered charity with humanitarian and development projects for Palestinian communities in the West Bank and Gaza and in the refugee camps in Lebanon. We work with local partners to develop appropriate programmes funded by grants (from E.C., ECHO, Big Lottery Fund, UK trusts / foundations) and emergency appeals, as well as fundraising events such as Gala Dinners.

We are looking for an experienced administrator with skills in Raiser's Edge database, latest information technology and website management and preferably with a background in international development. Educated to degree level, you will have at least two years' experience in development programme administration and reporting, with basic fundraising knowledge. You will take a leading role in ensuring a lively web presence and keeping our supporters updated. This is a varied role requiring excellent administration, organisation and communication skills and the ability to work independently and to deadlines. The post-holder will report to the Director.

Responsibilities / Duties include:

Programmes and Events Support

- Reviewing and filing programme contracts and scheduling funding and reporting deadlines.
- Monitoring any programme amendments and updating schedule accordingly
- Budgetary review, monthly review of programmes expenditure
- Editing reports, preparation of e-newsletter
- Project applications for UK trusts & foundations
- Review of publications and liaison with designers and printers
- Supporting events and assistance with mailings
- Answering telephone calls, filing and maintaining adequate supplies of office stationery and arranging couriers when necessary
- Assisting in arranging catering and I.T support for Board meetings as requested

Information Technology Support

- Updating the Raisers Edge database and preparing for WA-UK mailings
- Managing the WA-UK e-news and mailing list and e-mailing the e-news at least quarterly
- Drafting small news items for the website and updating the website using CMS

- Ensuring SEO through use of Google Adwords and Analytics,
- Updating the WA-UK Facebook Page, occasional work on Twitter and monitoring donations through PayPal, PayPal Giving Fund, Justgiving and any other fundraising sites
- Managing volunteers for mail-outs, or other tasks requiring support of volunteers
- Performing other tasks as requested by the Director

Person Specification

Essential

- Educated to degree level
- At least two years' experience working in an international development office in an administrative or supporting role and with I.T. experience
- An understanding of development and international relief programmes and fundraising cycles
- Previous experience in drafting / editing applications to trusts
- Previous knowledge and experience of Raisers Edge database
- Knowledge and experience of Microsoft Office (including Word, Excel, PowerPoint and Publisher)
- Basic CMS capability (no code) and interest in ensuring a lively web and social media presence
- Ability to work well both individually and in a team under pressure
- Good communications skills
- Ability to prioritise workload and manage conflicting deadlines
- Must be eligible to work in the UK

Desirable

- Knowledge and experience of SEO techniques in websites
- Experience with online fundraising strategies (i.e. social networking sites, etc.)
- Experience in drafting newsletters and other publications
- Knowledge and experience of the areas we work in

Application Details

To apply for this post please send your detailed CV and personal statement (detailing how you meet the above criteria) to info@welfareassociation.org.uk

Application Deadline

CV and personal statement must be received by 5pm on 18th January 2019.

Only shortlisted candidates will be contacted.

Interview Expenses

Candidates should note that unfortunately it is not our policy to reimburse expenses accrued when attending interviews at Welfare Association.

Pre-employment Checks

Any Employment with Welfare Association will be subject to the following checks prior to your start date:

- Receipt of satisfactory references
- Proof of eligibility to work in the UK