



## Admin Officer (Birmingham Office)

**Job title:** Admin Officer (Birmingham)

**Status:** Full time

**Hours:** Negotiable (Monday – Sunday)

**Responsible to:** Line manager

**Salary:** Negotiable (Depending on experience)

One Nation is a UK based charity operating in over 40 countries around the world, supporting the vulnerable and those most in need. To continue fulfilling this commitment One Nation requires an experienced Admin Officer in our Birmingham Office who will be part of a dynamic team, taking full responsibility in running the office, engaging with the general public.

### Roles and Responsibilities

- To support in building a volunteer base
- Day to day management of the office
- To be part of regular local campaigns, fundraising/promotional events and local community events
- To support seasonal fundraising and marketing campaigns by assisting staff in all of One Nation departments as required
- To represent and promote One Nation at events in a professional and presentable manner
- To communicate, build and maintain relationships with key contacts including but not limited to, donors, volunteers, ISOCs, local community leaders, schools, local groups, Community centres, religious organisations, external organisations and the public
- Work closely with team members to fulfil deliverables such as documents, leaflets, info graphics, digital content and advertising
- Manage any print related tasks as required
- Letter writing and admin tasks
- Any other duties commensurate with the accountabilities of the post

### Experience and key skills required

- Excellent interpersonal communication skills – written and verbal
- Excellent networking and influencing skills
- Commitment to community and social development values
- Self-motivated with the ability to work independently as well as part of a team
- Good independent judgement, strategic vision and ability to challenge constructively
- Tolerant of the views and opinions of others

- Established networks to facilitate PR and fundraising
- Ability to work confidently with the head of fundraising, Operations management and Board of Trustees
- Creative individual who can communicate with volunteers and staff to overcome challenges and provide solutions
- Good knowledge of charity and volunteer sector and local communities
- Ability to adapt to changing deadlines and priorities
- Ability to work under pressure and work on own initiative
- Ability to multitask and prioritise work loads
- Willingness and flexibility to travel and work unsociable hours including weekends when required
- Excellent knowledge of all Microsoft office applications
- Knowledge of Islamic financial matters i.e. Zakat, Wakf, Qurbani etc. is an advantage
- Previous experience working for a charity

To apply for this role, please email your CV and covering letter to **[javed@onenationuk.org](mailto:javed@onenationuk.org)**, you can also email for further information. Contact 0300 500 1000.

The closing date for applications is 30<sup>th</sup> November 2021, although the position may close sooner if the right candidate is found.