

Job Description: Administrator

Yachad is a British Jewish organisation that works within the Jewish community to build support for a political resolution to the Israeli-Palestinian conflict. We are recruiting for an organisational administrator, a crucial role in a busy and dynamic organisation with a small office team.

The administrator is a critical role and the person in post is responsible for supporting the office team and will work across the organisation with a particular focus on three key areas of administration: fundraising, finance, and communications. We are looking for a dynamic self-starter, who wants to get stuck in and help ensure that Yachad can deliver to the absolute best of its ability. You will need to be able to embrace a wide variety of digital platforms and data management systems and if you do not have prior knowledge of using them, be ready to quickly learn to use them.

Yachad is a fast-paced organisation and the ability of the administrator to be able to adapt to a constantly changing set of priorities is essential. The person in post also needs a fine eye for detail, particularly when it comes to communicating with donors and key supporters. As well as being able to deliver tasks at a fast pace, they should be a self-starter that is able to spot when systems and processes need updating, and in moments of quiet, use the time to improve internal administrative mechanisms.

Hours: 3 days per week which can be spread flexibly across the working week

Contract: Fixed term 1 year contract with a potential extension to a permanent role

Start date: Immediate

Location: Yachad offices in Kentish Town, London with some work from home flexibility (NB offices are currently not fully operational until COVID-19 regulations allow)

Reporting to: Director

Salary: £22,500 pro rata (i.e. £13,500 per annum)

Responsibilities

Task	Description
Financial administration	<ul style="list-style-type: none"> • Preparing invoices, receipts and bank accounts on a monthly basis for the bookkeeper • Setting up and approving bank payments • Preparing and submission of Gift Aid reports to HMRC • Paying salaries, pensions and HMRC payments on a monthly basis • Paying cheques into the bank

Managing Yachad's database	<ul style="list-style-type: none"> • Ensuring Yachad's Salseforce database is kept up-to-date including regularly cleaning and de-duping the contacts and adding new contacts as and when required • Ensuring that data is being successfully imported and exported between the database and campaigning software (Engaging Networks) that is used by Yachad
Management of the Yachad offices	<ul style="list-style-type: none"> • Ensuring that the office is well equipped with required stationary and other necessary items • Managing incoming and outgoing post • Managing and responding to general enquiries • Keeping the organisational calendar up-to-date • Taking responsibility for IT issues - this may include acting as the first point of contact for software support such as Microsoft or other external IT support • Managing the renewal of Yachad's insurance policies
Administration of donors	<ul style="list-style-type: none"> • Recording and logging of regular monthly donations • Recording, logging and thanking of postal donations • Ensuring donors are reminded to give at the appropriate time • Creating database reminders for donors to contribute
Administration of fundraising appeals	<ul style="list-style-type: none"> • Completing required printing, mail merges, working with a mailing house to ensure delivery of fundraising appeals • Checking and cleaning up of data that is used for fundraising appeals
Administration of fundraising events	<ul style="list-style-type: none"> • Searching for, and booking appropriate venues and other service providers • Managing logistics of fundraising events • Issuing invites to events • Working at fundraising events to ensure smooth delivery
Communications administration	<p>Working with the Director of Communications to ensure:</p> <ul style="list-style-type: none"> • The website is kept up to date • Emails and campaigns are set up in Yachad's campaigning and advocacy software, Engaging Networks
Speaker hospitality	<ul style="list-style-type: none"> • Booking flights and accommodation for guest speakers • Working with other team members to ensure speakers needs are provided for whilst in the UK
Trip logistics	<ul style="list-style-type: none"> • Working with staff members to ensure the smooth running of Israel trips including booking of accommodation, transport, communicating with participants and any other administration that may be required
Managing logistics of trustees' meetings	<ul style="list-style-type: none"> • Booking meeting rooms and organising catering • Scheduling board meetings as and when required
Other tasks as and when required	<p>This may include:</p> <ul style="list-style-type: none"> • Helping with general diary scheduling • Attending events outside of the office • Supporting other team members in their roles

Necessary skills and experience:

- High level of organisational proficiency
- Ability to prioritise competing tasks
- Ability to communicate well in writing (you will be required to write to donors regularly)
- Excellent attention to detail
- Previous administrative experience

Knowledge:

- Very high level of proficiency in all Microsoft Office with a specific focus on Microsoft Excel
- IT literate - the ability to be able to troubleshoot IT problems and have enough knowledge to communicate problems to external support agencies
- Experience of using Salesforce or another similar database platform – or proven ability to learn to use a new platform quickly
- Experience of using Engaging Networks or similar campaigning software – or proven ability to learn to use a new platform quickly
- Experience of website management
- Some ability to use CSS and HTML coding would be an advantage

The candidate must be sympathetic to the aims of Yachad and be prepared to problem solve and troubleshoot administrative and IT problems for which there may not always be an obvious quick fix.

To apply: please send a copy of your CV and a covering letter of no more than two pages, outlining how you meet the necessary skills, knowledge and experience required, to info@yachad.org.uk. The closing date for applications is 5pm, Thursday 12th May 2021. Interviews will take place via Zoom on Wednesday 19th May.