



**Islamic Relief Worldwide
Islamic Relief UK (IRUK)**

Fundraising Admin Assistant

BASE LOCATION:	Scotland – Glasgow North West – Manchester North East – Bradford East Midlands – Leicester West Midlands – Birmingham London and South – East London
REPORTING TO:	Regional Community Fundraising and Volunteer Manager
LINE MANAGEMENT RESPONSIBILITIES:	None
ISLAMIC RELIEF:	<p><i>Islamic Relief is an international relief and development agency striving to alleviate poverty and suffering around the world regardless of colour, race or religion. Established in 1984 in response to the widespread famine in Africa, Islamic Relief has grown to be a key, well known and respected aid agency in disaster relief and the ongoing development of people in over 25 countries. It specialises in Education & Training, Health and Nutrition, Water & Sanitation, Income Generation, Orphans' Support, Emergency Relief and Disaster Preparedness. Islamic Relief is a member of the Disasters Emergency Committee (DEC) and is an implementing partner for FCDO, ECHO, the World Food Programme and UNHCR.</i></p>
PURPOSE OF DIVISION (IRUK)	<p>Islamic Relief UK (IRUK) is a Strategic Business Unit (SBU) that is part of Islamic Relief Worldwide. IRUK's focus is strengthening effective funding, mobilising for change through advocacy and awareness-raising, and strengthening programme development and delivery. IRUK works with various partners and institutions, from governments, non-governmental organisations and local authorities to grassroots communities.</p>
PURPOSE OF DEPARTMENT (FUNDRAISING):	<p>To develop and implement strategies to increase the funding income of Islamic Relief through a range of fundraising initiatives and through acquisition and retention of supporters.</p>
JOB PURPOSE:	<ul style="list-style-type: none">• To provide administrative support to the regional fundraising team during peak campaign periods such as Ramadan• To have oversight of administrative tasks according to the processes and guidelines• To follow a routine of daily tasks set by the line manager to support and fulfil the teams work plan

ORGANISATION CHART



KEY WORKING RELATIONSHIPS

- Regional Community Fundraising Manager
- Community Fundraising Officers
- Volunteers
- National Community Fundraising Support Officer
- Shop Staff
- Supporter Relations Unit

SCOPE AND AUTHORITY

Scope of the Role:

- To work on the assigned projects, events and initiatives playing a key role in regional fundraising activities throughout the duration of the post
- Recruit, coordinate and supervise volunteers and volunteer activity in the pre-Ramadan and Ramadan campaign periods
- Take a proactive approach in ensuring the effective completion of administrative tasks, lodgements, banking, data entry and tracking of income, office upkeep and pledge collection.
- Supporting the Regional Fundraising Manager and Officers to fulfil plans, meet deadlines and target.

Responsibility for Resources:

- Merchandise and Stock
- Fundraising resources (i.e. PDQ machines)
- Use of company handset, assets and vehicle if applicable

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The following are the main responsibilities that the role holder will be accountable for:

1. To fulfil relevant administration duties

- Process donations using the Donation Station (DS) system.
- Ensuring that all funds are banked in a timely manner and in accordance with the cash handling policy.
- Deal with queries via phone, email and social media
- Produce and dispatch receipts and certificates to supporters
- Follow up on pledges from fundraising events and activities
- General office administration
- Take minutes as required, present in a professional format and circulate in a timely manner

2. To support the team through a range of fundraising initiatives

- Coordinating tasks at events and activities.
- Ensure that appropriate materials and equipment are available for events.
- Preparing resources for regional events and activities
- Loading, delivering and returning materials and equipment to and from functions.
- Maintaining supplies of fundraising/promotional materials at all times.

3. To ensure volunteers are utilised effectively

- Maintain contact with volunteers and arrange volunteers to help with various fundraising activities including events, mosque and street collections, leafleting etc.
- Oversee aspects of work where volunteers are involved.
- Assist in the recruitment and training of new community fundraising volunteers.

4. To assist with co-ordination of campaign activities

- To assist with the planning and delivery of all fundraising events and activities within the region.
- To take a lead on keeping regional social media accounts (i.e. Facebook and Instagram) up to date.
- To ensure that all funds and pledges are collected, stored safely, and acted upon.
- To undertake any follow up actions which are required by IR UK or third parties after fundraising has taken place.



- To contact local organisations for fundraising collections during when required.
- Ensuring that the shops is informed about campaigns/activities and receives relevant materials.

General Duties of Islamic Relief Staff Members

- Contribute to the effective and efficient running of Islamic Relief as appropriate.
- Participate, as appropriate, in Staff forums and Meetings.
- Adhere to Islamic Relief's Policies and Procedures.
- Represent Islamic Relief to the wider community as appropriate.
- Treat all colleagues, volunteers and members of the public with dignity and work within and adhere to Islamic Relief's equal opportunities statement and policies.
- Ensure professionalism and credibility at all times.
- Any other task as deemed appropriate by manager within the scope of the role.

Other

- Undertake any other task as deemed appropriate by line manager in improving the efficiency and performance of Islamic Relief.
- Undertake general administrative duties to include opening post, maintaining effective filing systems, taking messages, photocopying, and other tasks, which will contribute to the effective running of the fundraising department.

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with Islamic values and principles as well as commitment to Islamic Relief Worldwide vision, mission and core values.

Experience:

- Experience in an administrative role.
- Experience of effectively maintaining electronic and paper administrative, financial and information systems.
- Proven experience of successfully working under pressure, with multiple demands and in a busy environment.

Knowledge, Skills and Attributes:

- Knowledge and understanding of the local region and community.
- Strong organisational and administrative skills.
- Good communication skills.
- The ability to work accurately under pressure and pay attention to detail.
- High standard of numeracy skills in accurately entering and recording financial data and other general calculations and working within defined procedures and regulations.
- Ability to represent Islamic Relief in a wide range of situations.
- Ability to work under pressure, be self-motivating and deliver to target.
- IT literate with ability to use MS packages, particularly Word, Excel and Powerpoint.
- Familiarity with social media platforms i.e. Facebook, Twitter, Instagram and Snapchat.



- Strong motivation and empathy towards the aims and objectives of the organisation.
- Outgoing, friendly and willing to pitch in and help others within the team, especially supporting all colleagues within the small fundraising team.

Other Essential requirements:

- To operate within Charity Law and the General Data Protection legislation and adhere to the Fundraising Regulatory's Codes of Practice.
- Willingness to work flexibly in approach to work and to travel and work outside normal office hours (including unsocial hours and weekends).
- Current and full UK driving licence.