

Job title: Administrative Assistant

Reports to: Communications Manager

Rota: Full-time, based in our London Office.

Requirements:

* Fluency in English and Arabic

Responsibilities:

- Cultivating successful relationships with donors, fundraisers and supporters.
- Supporting outreach operations and community engagements.
- Maintaining engagement with donors and supporters, both in person, virtually (emails and phone calls), and on social media.
- Engaging with volunteers and arranging for their onboarding.
- Other administrative processes and tasks as needed.

Pay: £23,644 per annum, with annual increment.

Other benefits: Pension scheme enrolment and generous annual leave entitlement