

Job Description

Job Title: Sadaqa Box Assistant

Reports to: Operations Officer

Hours: Part-Time (2 days a week)

Location: London

About the Organisation:

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and society's at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

Job Overview:

A Sadaqa Box assistant is responsible for day-to-day activities related to Sadaqa boxes such as creation of new boxes, maintaining records of received boxes and arranging collection of boxes. They also maintain electronic records to ensure all details are up to date. This role primarily takes direction from the Operations Officer and support the Sadaqa Box Administrator periodically.

Key Responsibilities:

- Creating new boxes and manual handling of boxes- including opening and counting
- Maintaining records of collection of boxes and controlling stocks
- Arranging postal distribution of collection boxes
- Data entry and storing electronic records
- Implementing system reminders for overdue collection boxes
- Arranging rotas for collection of boxes from individuals and businesses
- Managing collection officers and allocating tasks to them
- Other related admin tasks

Education/Experience:

Skills:	Essential	Desirable
Strong knowledge of Microsoft Office Programs (Excel, Word)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intermediate Microsoft Excel skills, e.g. formulas, pivot tables	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data literacy and reporting skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basic level of written and spoken Arabic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fast data entry ability/keyboard skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous experience in managing records & logistics role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of the charitable donations, e.g. Khums, Sadaqa, Zakat	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent customer service skills and telephone manner	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Competencies:	Essential	Desirable
Strong attention to detail, i.e., meticulous in their work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure, conflicting demands and prioritise tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hard working and eager to learn	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Requirements:

Flexibility of working outside working hours

Salary:

Starting from £9,193.60 per annum