

PART-TIME CHARITY ADMINISTRATOR REQUIRED

Background and Vision

St Francis Leprosy Guild (SFLG) is a small Roman Catholic charity with a huge ambition – **to end leprosy throughout the world**. We have existed for 125 years, in which time we have provided care and support to people affected by leprosy, and their families throughout the world. Leprosy is a contagious disease that causes nerve damage throughout the body. 200,000 cases are diagnosed each year, mainly in Asia and Africa. Today, leprosy can be cured and SFLG is focused on screening and curing thousands of people to prevent leprosy taking hold and disabilities developing. In addition, SFLG continues to care for thousands of people who have been blinded or disabled historically by leprosy and are rejected by society. More information about our work can be found on www.stfrancisleprosy.org.

We are seeking a part-time Administrator to join our Executive Team to provide general support. The role will report directly into the Chief Executive Officer and is envisaged to be three days a week initially (22.5 hours) which can be worked flexibly. The Administrator will need to spend at least one day a week at our London office (near Ladbroke Grove, W10), but otherwise can work from home if desired. We support flexible working.

Role Purpose

To provide efficient and effective administrative support to achieve the aims of St Francis Leprosy Guild.

Primary Responsibilities

- Oversee all inbound communications including post, telephone and monitoring of key email boxes distributing to others as appropriate.
- Prepare agendas, papers and minutes for Trustee and Subcommittee meetings.
- Proofread fundraising communications and Trustee documents.
- Assist in the organisation of regular events such as Trustee Meetings, the Annual Mass and ensure the smooth-running of the events.
 - Provide administrative support for appeals and other fundraising activities as required.
- Support the maintenance of SFLG's office space; ensure electronic and hard-copy filing is kept up to date; ensure that adequate stocks of office supplies are maintained, ensure office is clean and tidy.
- Responsible for manual updates to the database of opt-in status, change of address etc.
- Provide additional communications (including handwritten communications) to high value donors and future legators.
- Responsible for end-to-end management of legacies left to SFLG.

- Responsible for outbound correspondence as required by the Chief Executive Officer, including thank you letters and exception letters.
- Liaising with Programme/Project Manager where there is overlap in communications to and from Partner Organisations.
- Manage process for medical electives / gap years. Create an application form to be available on an online platform.
- Processing donations if needed, including banking cash or cheques received at the office; telephone donations through 'Stripe' platform.
- Distribute outgoing post.
- Provide simple updates to the website.
- Provide cover for other team members as required, including uploading donor files to our database.

Skills

	Essential	Desirable
Education	<ul style="list-style-type: none"> • GCSE English and Maths Grade C or above. 	
Experience	<ul style="list-style-type: none"> • Administrative support. 	<ul style="list-style-type: none"> • Utilising and maintaining accurate CRM records. • Previous experience of working for a charity.
Abilities	<ul style="list-style-type: none"> • Builds positive relationships. • Organisation Skills. • Flexible. • Ability to work on own or as part of a team, take direction from others and collaborate effectively. • Ability to problem-solve and respond appropriately to a range of situations. • Excellent written and spoken skills. • Good IT skills – e.g., competent user of Microsoft office, CRM, and internet. • Good time management. • Able to easily relate to a diverse audience. • Close attention to detail. 	<ul style="list-style-type: none"> • Previous website management experience.
Motivation	<ul style="list-style-type: none"> • Support and represent the Roman Catholic ethos, vision, and values. 	

Terms

- Part Time (22.5 hours) that can be worked flexibly.
- Salary £24,000 pro rata.
- Must work at least one day a week at SFLG's offices in Ladbroke Grove. Working from home supported at other times.
- Preference for Roman Catholic Faith (considering most donors are from an RC background).
- 25 days Annual Leave (pro rata).

To apply, please send a CV and covering letter to administrator@stfrancisleprosy.org by Friday 5 November.

For more information, please call Sheila on Tel: +44 (0) 7754 592240.