



Charity Office Administrator

22.5 hours, flexible working considered

Hailsham, East Sussex

We are looking for an Office Administrator (part time – 22.5 hours pw) to join our busy and dynamic Head Office team in Hailsham. Your role will be to support the Director and a small admin team of staff and volunteers to deliver exceptional donor services and results.

You must have strong organisational skills with an excellent multi-tasking approach and effective verbal and written communication skills. As a self-motivated individual you will be able to work independently without close supervision and work well within the team.

A friendly disposition will be necessary when handling supporter and general enquiries and you must have the ability to gather, analyse and evaluate facts, to prepare concise oral and written reports for the Director.

The successful candidate will have a sound understanding of finance practices regarding budgeting, purchasing, supplier management, cashflow and donation control. You will have excellent IT skills together with good working knowledge of CRMs.

Previous office administration experience essential. Working in a charity environment would be advantageous.

Candidates must be able to demonstrate how they sympathise with the vision and values of the Quicken Trust.

School hours and hybrid working considered.

If you are considering working within a growing and dynamic charity, then please apply by emailing: Director@quickentrust.com in the first instance for a Job Description and Personal Specification. (Application is by CV and Cover Letter. Long-listed candidates will be invited to meet informally with the Director and then a follow-up interview with the Director and Charity Manager.)

Closing date: 31st October 2021.

Note: Applications will be reviewed on a rolling basis, so please apply sooner rather than later. Quicken Trust reserves the right to close the application process if a suitable candidate is found prior to the closing date.

Quicken Trust

We are a Christian poverty alleviation charity that partners with the people of Kabubbu, a rural community in Uganda. Working with our sister NGO in the community, we have successfully transformed the lives of thousands of people by providing funds for education, healthcare and welfare programmes that help lift many out of poverty, providing a brighter tomorrow, full of hope.

Our life-transforming interventions, programmes and infrastructure projects include:

Kabubbu Community Primary School, Trust High School, Kabubbu Health Centre, Vocational Training Centre, Graze School of Farming, Tourist Resort Centre, Kabubbu Church and Community Centre...and many programmes supporting community and welfare needs.

www.quickentrust.com

Quicken Trust, PO Box 113, Hailsham, BN27 4US

Charity No: 1102474 | Company No: 5047081