CHARITY ADMINISTRATION ASSISTANT

Candy’s Hound Rescue International (CHR) is looking for an experienced full-time Assistant. This will be a varied role where the successful person will need to roll their sleeves up to get things done. CHR Board of Trustees are volunteers and therefore meet outside of standard working hours, so this role will require someone who is willing to support the Trustees over some evenings and weekends. CHR has a versatile & agile website, a very dynamic social media presence and very dedicated Founder/CEO and Trustees.

To be successful in this role you will need excellent verbal and written communication skill, as well as the ability to work well with others and contributing to a positive environment.

The candidate must be in a position to communicate at the highest, most professional level.

The role is home-based and you will be responsible to keep to working hours and organize your working station to efficiency.

You will be required to be familiar with MS Office, and you will be trained to use the CRM database and any other software utilized by CHR.

The ideal candidate will have the following qualities:

* Excellent written, communication and numeracy skills
* Excellent team player who is willing to be transparent and communicative with all at CHR
* Ability to work in often unsociable hours
* Self-motivated and confident in ability to get things done

Responsibilities:

* Assist with data uploading and updating on the CRM
* Assist/ coordinate supporters or fundraising or awareness campaigns and mailings
* Support the Founder and Trustees with their admin requirements
* Keeping the charity website current with relevant content
* Reply professionally to supporters’ email/messages seeking support from Trustees/CEO where necessary
* Participation at events when required by Founder
* Keep social media accounts up to date
* Support with the online shop/merchandise (packaging/posting)
* Be point of contact and support for Fundraising Groups
* Be the point of contact for the charity’s volunteers

Experience/Requirements:

* Experience in supporting a busy and complex animal charity (greyhound is preferred but not essential) in diversified admin roles
* Excellent knowledge and understanding of the greyhound as a breed and also of their plight in the UK and abroad
* The ability to handle numerous requests for support effectively and professionally at the same time
* Ability to build rapport quickly and easily with the CHR Team
* Assistance/support focus
* Strong administrative and organisation skills are a must
* Good attention to detail
* Forward thinking
* Computer literate (MAC)
* Self-motivated, positive and committed attitude

This will be a diverse role, with dynamic changes and learnings and no two days will be the same; ability to adapt is key.