

Alfanar

Administrative Coordinator (full-time)

Job Description

Salary:	Competitive based on experience
Reporting to:	Executive Director
Location:	London (East End)
Starting Date:	01/03/2019
Duration of the contract:	1 year
Language:	Fluent in English, Arabic is a plus
Application deadline:	20/01/2019

About Alfanar

Alfanar improves lives in disadvantaged communities across the Arab world by investing in and strengthening ambitious social enterprises responding to pressing needs, especially around children's education and women's economic empowerment. Alfanar provides grants and technical assistance to social enterprises, enabling them to achieve greater financial sustainability, and to scale their impact for their beneficiaries. Alfanar's high-engagement venture philanthropy approach applies the principles of private sector investment to charitable giving. It strives to deliver social returns that are scalable, sustainable, and game-changing. The Alfanar family is comprised of a registered charity in the UK with a branch in Egypt and affiliates in the US, Lebanon and Libya. Alfanar's team is composed of ten dedicated development professionals across London, Cairo and Beirut. Alfanar provides capable and qualified candidates a rare opportunity to help strengthen and scale innovative civil society organisations in the Arab region.

Scope of the Job

Responsible for providing efficient and flexible administrative support for the Alfanar's team across all functions and providing assistance to the Executive Director.

Main Responsibilities

Administration

- Manage efficient day-to-day running of the office
- Run all administrative duties, including regular telephone and email use, word-processing, management of post, orders, filing and scanning
- Ensure that Alfanar's hard and electronic files are maintained in a clear, comprehensive and organised fashion and regularly backed-up
- Monitor and replenish office supplies, seeking value-for-money deals
- Handle queries and paperwork with external parties

Support to Executive Director

- Manage the outlook diary of the Executive Director. This requires ensuring the smooth running of internal meetings, and setting up of annual meetings (team meetings, one-to-one meetings), minute-taking when needed and preparation of paperwork
- Support Executive Director in preparing and follow up for board and committee papers, presentations and minute-taking when needed

- Provide accurate reports in spreadsheet or other form when requested

Assistance with financial management

- Code and process invoices and payments
- Track staff holidays and sickness
- Maintain all finance related files and ensure they are up to date (bank statements, payments, invoices) and ready for the annual audit

Support to Team Members

- Provide administrative support to the team
- Assist with travel logistics
- Set up email and shared drive logins for new employees and interns
- Maintain organisation's diary; arrange team, board, committee and external meetings and provide reminders,
- Support team members in their planning for internal and external meetings, minutes and follow up, including preparation of paperwork/presentations/printing
- Assist in planning and executing Alfanar events and related activities including invitations, follow-up, brochures,
- Maintain good working relationships with colleagues and external parties, both in the UK and internationally

Initiation and development of effective administrative systems

- Initiate, undertake and see administrative projects through to completion
- Streamline, improve and enhance current administrative procedures and tools

Qualifications & Experience

- Degree in relevant field
- Proven experience in an administrative role, preferably in a not-for-profit environment
- Proficiency in Microsoft Word, Excel and PowerPoint
- An understanding of accounting is a plus
- Excellent verbal and written communications skills in English, Arabic is a plus

Personal qualities

- Passionate about Alfanar's mission and values
- Honesty, reliability, attention to detail and dedication
- Excellent interpersonal skills
- Exemplary organisational and time management skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to work on your own initiative and in shifting environments

To apply:

Please send your CV, together with a brief cover letter outlining your suitability for the role to: **info@alfanar.org.uk** by 20/01/2019. Candidates must have the right to live and work in the UK. Only short-listed candidates will be contacted.