

ABAANA JOB DESCRIPTION



Abaana
78 High Street
Bangor
BT20 5AZ

Job Title: Administrator Closing date: 2nd September at noon

Responsible to: Assistant Director

Job Location: Abaana, 78 High Street, Bangor, BT20 5AZ.

Starting Salary: £18,065

Hours: 35 hours per week (including some possible evening/weekend commitments).

Annual Leave: 25 days plus statutory bank holidays.

Notice Period: The appointment is subject to a three month probationary period - thereafter a six week written notice period applies for both parties.

Overview of Administrator's role: This post covers a range of core administrative tasks. The post holder will play an important role working together as part of a team to meet the charity's vision, aims and objectives.

Main role:

- To promote Abaana.
- To help maintain the Abaana donor and accounting database.
- To process cash, card and cheque transactions, maintain payment records, prepare and make bank lodgements.
- To respond to all queries including telephone, mail and other correspondence.
- General administration including preparation of letters, photocopying, faxing, filing etc.
- To take part in fundraising initiatives as well as helping to organise exciting events and promotions.
- To assist in preparing fundraising support materials, e.g. leaflets and flyers.
- To contact potential donors/supporters by telephone, email and/or letter.
- To maintain donor lists and prospect for/generate new donors.
- To maintain and regularly update website.
- To promote promotional items for sale e.g. gift vouchers.
- Complete weekly fire alarm and other health and safety related checks as assigned.
- To actively participate in church meetings as required, as a representative of Abaana.
- Any other reasonable and related tasks as directed by the management.

The post holder will also be involved in:

- Running events for promotional and/or fundraising purposes;
- Any other reasonable and related tasks as directed by the management.

Participation in the spiritual life of Abaana

- To attend, lead/participate in weekly staff devotionals.
- To be committed to Abaana's Vision and Values.
- To be committed to actively working and living in accordance with Abaana's evangelical Christian beliefs (overleaf).

Experience and qualifications:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSE/GCE O Levels at grades A, B or C or equivalent • Driving license and access to a car for business purposes 	<ul style="list-style-type: none"> • GCSE grades A, B or C or equivalent in English Language and mathematics
Experience	<ul style="list-style-type: none"> • Experience in using Microsoft Office 	<ul style="list-style-type: none"> • Fundraising • Running events • Working in an office environment • Working or volunteering with a charitable organisation • Delivering customer service • Experience of third world (in particular Africa) • Experience in updating websites/ and social media
Skills/ Abilities	<ul style="list-style-type: none"> • Excellent administrative skills and the ability to work to deadlines • Excellent communication skills (both oral and written) • Competent in the use of Microsoft Word, Outlook and Excel • Ability/experience of dealing with confidential material • Demonstrate an understanding of, and commitment to, the charity's aims 	<ul style="list-style-type: none"> • Creativity for planning events • Familiarity with social media platforms
Personal Qualities	<ul style="list-style-type: none"> • Ability to work on own initiative and have flexibility with regards to the role • Ability to work as an enthusiastic team member and gain the confidence of colleagues, donors and the general public • Ability and willingness to follow instructions • Committed Christian with a personal relationship with God and in regular church fellowship 	

N.B. These criteria may be enhanced to assist with shortlisting

For an application form, please phone Neville on 91 451918, or email neville@abaana.org.



STATEMENT OF FAITH

We believe in...

1. The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God's eternal Son, the Lord Jesus Christ—born of the virgin Mary, truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the firstfruit of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.
9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.