



**ABA
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Temporary Administrator

2023



About Abaana

Abaana is a Christian based charity which invests in children in Africa, helping them to break the chains of poverty, through education.

Our Mission

Abaana exists to show the love of God, transforming the lives of impoverished children and their communities in Africa, through raising funds, awareness and motivating people to give sacrificially.

Education & Sponsorship

We passionately believe that providing access to education is one of the most important ways of helping children escape from poverty. Over the last 25 years, Abaana has built 17 new primary schools in Uganda, many in the poorest, rural areas. Working with the schools and their local communities, Abaana provides sponsorship for children from the poorest families to enable them to attend school.

Street Children

Since January 2007 Abaana has been changing the lives of the children living on the streets of Kampala, Uganda's capital. Abaana sees the potential in each street child and works alongside partners to provide support for these street kids. Our long-term goal is to get as many of these children as possible into good homes.

In meeting with these children over a period of time we build relationships with them. For those whom we can, we offer a place at our New Life Homes. These are rehabilitation and transitional homes where boys can receive the love and support they need and are given the opportunity for a good education.

Short Term Teams

We have been taking teams to Uganda since 2001, where people of all ages can engage in different areas of our work.

New Life Choir

The New Life Choir is a group of 20 children who are beneficiaries of Abaana's projects across Uganda. They will represent their local communities by singing their way around the UK and Ireland, acting as ambassadors for their friends and families still living in poverty.



Abaana Holds the Following Values:

Christian	believe in Jesus Christ and follow His teachings & lifestyle
Compassion	a deep awareness and sympathy for human suffering and a strong desire to do something about it
Stewardship	how we use and care for the gifts, talents and affairs God has given to us
Humanitarian	devoted to the promotion of human welfare
Visionary	a seer, characterized by vision
Community	a group of people sharing a common interest
Empowering	to equip or supply with an ability
Excellence	the state, quality or condition of excelling





ABAANA JOB DESCRIPTION

Job Title: Temporary Administrator (10 months)

Responsible to: CEO

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

Salary: £21,575

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

Annual Leave: 35 days including statutory bank holidays.

Main Purpose of Job:

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.

General Purpose of the Role:

- 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, filing etc.
- To take part in/run 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 promote Abaana.
- To support our New Life Choir and liaise with churches.
- Any other reasonable and related tasks as directed by the management.



Participation in the Spiritual Life of Abaana

- To attend weekly Staff Prayers and to lead and participate in staff devotionals.
- To be committed to Abaana's Missions, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Abaana's evangelical Christian beliefs.



Essential & Desirable Criteria

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • 5 GCSE/GCE O Levels at grades A, B or C or equivalent (to include English Language and Mathematics) • Driving licence and access to a car for business purposes 	
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
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



	ESSENTIAL	DESIRABLE
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 	

The above criteria may be enhanced to assist with shortlisting.

For an application form please phone 02891 451918 or email fiona@abaana.org

Applications close on **Friday 6th October**.



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