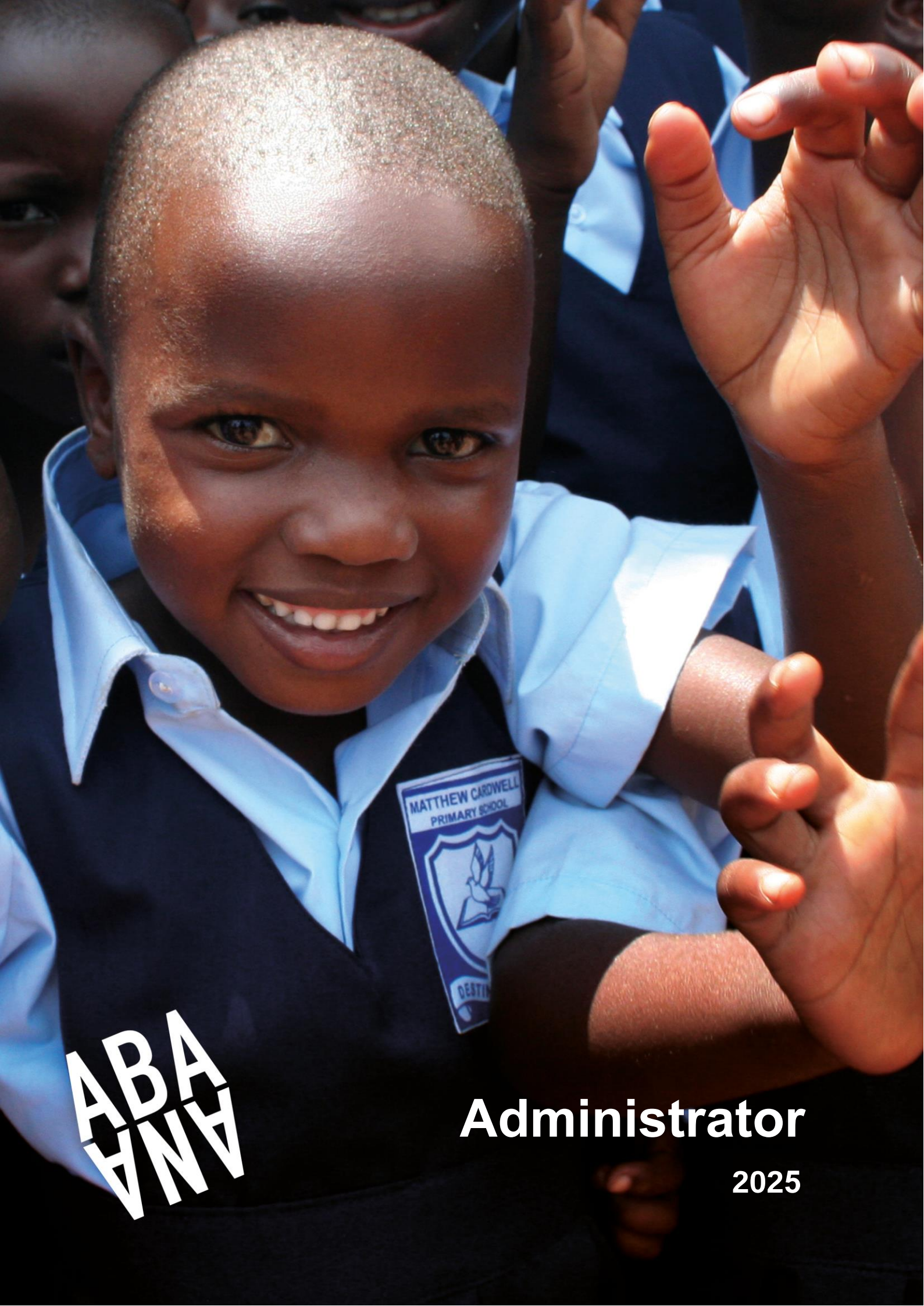




**ABA
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Administrator

2025



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 plus 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: Administrator

Responsible to: Operations Manager

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

Salary: £25,583

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

Annual Leave: 35 days (pro rata) 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:

1. Database and Financial Administration

- Maintain and update the Abaana donor and accounting databases, ensuring accuracy and confidentiality.
- Process financial transactions, including cash, card, and cheque payments.
- Prepare banking lodgements and support financial reporting as required.

2. Administrative Support

- Respond promptly and professionally to all enquiries received via telephone, mail, email, and other correspondence.
- Carry out general administrative tasks including letter preparation, photocopying, filing, and document management.
- Provide day-to-day administrative support to ensure smooth and efficient office operations.

3. Fundraising and Donor Relations

- Assist in planning and delivering fundraising initiatives, events, and promotional campaigns.
- Help prepare fundraising materials such as leaflets, flyers, and supporter communications.



- Contact potential and existing donors or supporters via telephone, email, or letter to encourage engagement and support.
- Maintain up-to-date donor records and assist in identifying and cultivating new donor opportunities.

4. Communications and Promotion

- Maintain and update content on the Abaana website, ensuring information is accurate and engaging.
- Prepare and schedule regular posts across Abaana's social media platforms to promote the charity's work and events.
- Support the promotion and sale of Abaana merchandise and gift vouchers.
- Represent Abaana at church meetings and community events as required.

5. Health, Safety and Compliance

- Conduct weekly fire alarm tests and complete other health and safety checks as assigned.
- Ensure compliance with Abaana's health and safety procedures and contribute to maintaining a safe working environment.

6. General Duties

- Uphold and promote the mission, vision, and values of Abaana in all areas of work.
- Undertake any other reasonable and related duties as directed by management.

Participation in the Spiritual Life of Abaana

- Participate in weekly staff prayers and take an active role in leading staff devotionals.
- Demonstrate commitment to Abaana's mission, values, and belief statement.
- Actively uphold and live in accordance with Abaana's evangelical Christian beliefs in both personal and professional conduct.



Essential & Desirable Criteria

	ESSENTIAL	DESIRABLE
Qualifications	• 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	• Experience in using Microsoft Office	• 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	• 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	• Creativity for planning events • Familiarity with social media platforms



	ESSENTIAL	DESIRABLE
Personal Qualities	• 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 eddy@abaana.org

Applications close on **Wednesday 12th November at 5pm.**



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