

SAT-7 UK – Admin Support Officer



Job Description

Role:	Admin Support Officer
Location:	SAT-7 UK office, Chippenham
Hours:	minimum of 22.5 hours per week
Salary:	National living wage (currently £7.83 for over 25-year old's)
Contract terms:	1-year contract with probationary period
Annual Leave:	pro rata for hours worked based on 25 days leave for full time work

Job Purpose:

The Admin Support Officer will report to the Executive Director providing administrative support to the directors and other designated staff. Along with these responsibilities on a day to day basis the administrator will provide support to the Supporter Relations Administrator and the Volunteer and Events Officer. Support may from time to time be required by the wider team. These requests will be submitted to and agreed by the Executive Director (or their designate).

Work responsibilities to include

- Answering the phones and passing inquiries onto other staff.
- Processing telephone credit card payments
- Preparing the outgoing post & opening the incoming post
- Scanning documents / forms
- Creating new supporter database (Raiser's Edge) records and updating existing records as required
- Adding gifts to supporter database (Raiser's Edge) and preparing receipts
- Booking train tickets & flights (for designated staff)
- Preparing expense reports and purchase orders (for designated staff)
- Supporting logistical arrangements for events and guests from overseas
- Sending out materials to supporters
- Other adhoc admin support as required

Skills required:

Essential:

- Ability to use email Microsoft: Word, PowerPoint, Excel & Outlook;
- Good interpersonal skills; able to communicate effectively via phone, email and in person with people from a wide variety of backgrounds
- Well organised and able to deliver on agreed deadlines
- Good attention to detail in all aspects of work
- Ability to work on own initiative where necessary
- Calm under pressure
- Committed and growing Christian
- Committed to SAT-7's ethos and values

Desirable:

- Experience of database systems, specifically Raiser's Edge

Personal Contribution:

- Contribute to team daily devotion times of Bible study and prayer
- Contribute to the positive team environment
- Maintain Christian standards in the working environment
- Attend appropriate staff meetings to hear updates, share and coordinate activities
- To be committed to SAT-7 Trust's Missions, Values and Beliefs
- Maintain own spiritual development and relationship with God

Note: *This Job Description is not exhaustive and changes may be required as the organisation develops. Changes to the role will be carried out in consultation with the holder of the post.*

To apply for this position: Please download an application form at www.sat7uk.org/work-with-us and send to hr@sat7uk.org together with your CV and a covering letter.