

Job Description- Junior Charity Officer

Title: *Junior Charity Officer*

Reports to: The Mainstay Foundation Executive Director

Salary and bonuses: £20k - £24k (depending on the experience & skills)

Bonuses and salary increases take place following yearly review by the Remuneration Committee.

Application Deadline: 5:00 pm, Friday, 8 December 2017.

General Summary

The Mainstay Foundation has an opening for a full time Junior Charity Officer starting in January 2018.

You will be involved in working in a growing charity whose primary mission is to assist in the advancement of Shia Muslim communities globally in the areas of Religion, Education and Development. The responsibilities are varied, yet equally engaging and rewarding, especially given the nature of the work in the non-profit sector therein offering you both professional and personal growth.

Principally, you will be based and working from our Kingsbury, London office, although as your role and responsibilities expand you could find yourself travelling occasionally inside and outside United Kingdom.

Applicants are expected to be passionate about our aims and objectives and are expected to carry this passion in all aspects of their work.

Main Responsibilities

- Administrative tasks; as a Charity Officer you will be responsible for the various administrative functions of the Charity, including but not limited to managing budgets, gathering data, preparing reports, database management, managing office supplies, setting up, presenting and attending senior management meetings, in addition to managing all enquiries and correspondence typically through calls and emails.
- Marketing and public relations activities; this usually takes the form of raising the profile of the Charities services, projects and events, in addition to that of partnering Organisations through social media, messages and emails.
- Assist in the organisation of events and projects, typically through liaising with senior management and the board of Trustees.
- Research; as a researcher for the Charity you will be responsible for collecting, analysing and presenting critical data through various means for clients, partners and the Charity itself. This could include small scale and large scale research.
- Policy development; typically to policies expected of charities.
- Grant provision services; maintaining grant provision online services, as well as managing correspondence with beneficiaries and partners.
- Book keeping and basic accounting (training provided)

Skills and Experiences Required

As a Charity Officer you will be expected to show:

- Good oral and written communication skills
- Administrative skills, with a propensity to numeracy and data collection
- Initiative, creativity and quick thinking
- Adaptability and multi-tasking skills given the varied work stream
- Time management skills
- Personal skills and team working abilities
- Some understanding of the non-profit sector
- Technological awareness
- Research and analytical skills
- Presentation skills
- Proficiency in Microsoft Office software and Project Management tools

Given the Charities operations and areas of focus, particularly in light of our mission to assist in the development of Shia Ithna Ashari Muslim communities worldwide, applicants for this role are expected to be well informed of the Shi'a Ithna Ashari Muslim faith, in matters of practise, rituals and thought. In addition, the role will require applicants to understand and converse in spoken *Arabic*. Other desirable languages include Persian, Urdu and any other language.

Paid and voluntary experience in the charity sector for consideration of this role is not a requirement. However, applicants who possess the desired skills and experiences expected of this role from past work experiences, will be taken into consideration in our application assessments.

Professional development

You will usually receive a mixture of onsite training and external courses, as your responsibilities increase. Further, you will have the opportunity to network within the not for profit sector, through attending conferences, events and participating in projects with partnering or non-partnering Organisations.

Career Progression

Subject to your achievements and experiences, you will be afforded the opportunity to take on more responsibilities and transform your role into a more specialised position within the Charity. Increases in salary will follow suit.

Application Process

Applicants are requested to send a CV and Cover Letter to info@themainstay.org.uk. Following review, successful applicants will be notified of the next step. Please confirm that we have received your application by texting our number 075078 99044. Subject to the volume of applications, we will try to respond to each request. However, if you do not receive a reply from us within 3 weeks of submitting your application, please presume it is not accepted.