

# THE ASFARI FOUNDATION

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## **The Asfari Foundation: Administrator**

The Asfari Foundation is a British registered charity set up by the Asfari family in 2006. The Foundation aims to empower young people to use education, research and the power of free thinking to make a valuable contribution to their society. Our vision is for an educated, democratic, just and lawful society which promotes development and progress through knowledge, tolerance and integrity. The Foundation operates in the UK and Arab world (particularly Syria, Lebanon and Palestine).

The Foundation is currently seeking to employ a part-time Administrator to support the effective and efficient running of its office and administration. The administrator would be responsible for office management, general administrative tasks and some support to colleagues responsible for programmes. The Administrator would work from the Foundation's St John's Wood offices and work closely with the CEO and other colleagues. A job description and person specification are attached.

The successful candidate will be well organised and have good experience of administrative work with minimal supervision. They will have plenty of initiative and ideas, and have excellent communication and team-working skills. Ideally they would be interested or have experience in the charity sector and the Arab world.

The role is for two days per week. There is some flexibility on when these days are worked.

Applicants should submit a completed application form to [info@asfarifoundation.org.uk](mailto:info@asfarifoundation.org.uk) or by post to 44 Grove End Road, London NW8 9NE. CVs will not be accepted.

Closing date for applications is 1 April 2012.

Provisional interview dates: week of 16 April.

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## Job Description

<b>Job Title:</b>	Administrator (part time, 2 days per week pro rata)
<b>Salary:</b>	Competitive (based on experience and qualifications)
<b>Location:</b>	The Asfari Foundation office, London
<b>Reporting to:</b>	CEO

### Job purpose

In consultation with and under the supervision of the Board and the CEO,

- To manage the office and provide the administrative support that enables the Foundation to run effectively and efficiently.
- To provide some programme and project support.
- From time to time, other work as may be required.

### Office management

- Ensure that office facilities are well-managed and suitably maintained.
- Buy and maintain office equipment (telephones, computers, printers, etc.).
- Monitor levels of office stationery and other relevant supplies, identifying what is needed and raising orders.
- Manage the day to day relationships with providers of services.

### Administration

- Receive and assist visitors.
- Receive and deal with routine written and verbal enquiries, and with incoming and outgoing post.
- Respond to any routine enquiries quickly and efficiently.
- Create and maintain accurate and up to date computerised and paper files which allow instant access yet ensure confidentiality of data.
- Ensure that board and other meetings are organised, and that papers are ready and minutes taken.
- Keep and update a general office calendar.
- Maintain and update annual leave records.
- Set up and maintain a database of all Foundation contacts.
- Ensure that the staff handbook is kept up to date.
- Assist colleagues with travel arrangements.
- Carry out basic financial tasks.
- Ensure that Charity Commission requirements are met on time and in full.
- Ensure compliance with Data Protection and Health and Safety regulations.
- To run errands.

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- Other general office duties.

## **Programme assistance**

- To ensure regular reporting by partners and some beneficiaries, such as scholarship students.
- Help improve, manage and update the Foundation's website as well as developing and disseminating other publicity materials.

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## **Person specification**

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### **Essential**

- Relevant training or education
- Strong experience in administration
- Excellent written and spoken English
- Strong IT skills
- Good numerical skills
- A strong interest in the charity sector and in the Arab world
- A team player, with very good interpersonal skills
- Highly organised; ability to prioritise own work
- Quick learner
- Self-motivated
- Good problem solving skills
- Attention to detail
- Tact, flexibility and a sense of humour

### **Desirable**

- Knowledge of Arabic and the Arab world or the charity sector
- Familiarity with databases
- Knowledge of Data Protection and Health and Safety regulation
- A First Aid certificate