

Kids for Kids

Administrator

Location: Negotiable - Hybrid – home based with 1 or 2 days a week in Dorking, Surrey

Part time: approx. up to 25 hours per week (self-employed basis)

Potentially full time – salary to be agreed

Salary: around £15 per hour subject to experience



A unique chance to make a real difference in the lives of children.

Are you, like us, passionate about transforming the lives of children? We need your help to bring sustainable change to the most deprived children in the world, living in Darfur, Sudan, who are facing the threat of starvation and violence as the ongoing conflict in Sudan continues to threaten lives.

We need an Administrator to join our small, but dynamic team. You will have fun and learn many new skills as we work together. You will generally work from home, but as you will need to visit our office in Dorking, Surrey, once or twice a week, you will need to live within a reasonable distance. This is a key position with the responsibility of running the office, working with volunteers, supporting our Founder/Chairman, CEO and Deputy CEO, and ensuring our donors are kept up to date with all we are doing to help children so far away. You will get to know our supporters across the world many of whom have been helping Kids for Kids since we were founded in 2001.

[About Kids for Kids](#)

Kids for Kids is the only charity founded specifically to help children in one of the most challenging regions of the world, Darfur, Sudan. For the past 24 years we have been transforming the lives of whole communities through a unique package of integrated projects, working closely with the villagers themselves. Since 2001 we have adopted 110 villages transforming the lives of over half a million people. Despite ongoing violence we are still the only organisation delivering aid to remote communities thanks to volunteers in Darfur. Please visit our website: www.kidsforkids.org.uk to find out more about our work and our sustainable projects.

[What we are looking for](#)

This is a key position as it will be your responsibility to ensure the smooth-running of the charity, enabling us to support even more children and their families. You will be the righthand person for our Founder/Chairman, CEO, and Deputy CEO. You will be in touch with supporters across the world. You will assist with drafting documents and correspondence with our supporters. You will be responsible for data entry and help us to migrate to a CRM system in the coming months. Event planning and coordinating with the rest of the team will be part of your brief, as will organising talks across the country to help raise awareness of our unique sustainable projects. You will be experienced with spreadsheets and with mailings, including the use of Reports from our current Access database.

Your efficiency in keeping accurate records and communicating effectively with our supporters will contribute directly to the extent in which we can help in Darfur. The administrative team is small, so your position is hugely important. You must have a keen eye for detail and love administrative tasks. Accuracy is essential. Because we all work from our own homes it is important that you are a good communicator, sharing our team spirit and ethos.

This is an immensely rewarding position, requiring someone who has a can-do attitude, is hardworking, efficient, has excellent attention to detail, can work in a fast-paced environment and is good at managing your own time. You will interact with our donors and Patrons as part of the public face of Kids for Kids, but most of all you will be as determined as we are to make a lasting difference to children's lives.

Duties and Responsibilities

- Assist the Founder/Chairman and CEO with a range of practical support tasks
- Work closely with the CEO, and Deputy CEO to support fundraising activities
- Look after supporters, and our many volunteers, from thanking them for their donations, to keeping them up to date with the latest news from Darfur
- You will be in charge of the office, including maintaining office equipment, ordering supplies, filing and general office duties – with the assistance of volunteers as required
- Maintain and update contacts in our database, outlook distribution lists, and Mailchimp
- Assisting with our move to a CRM system
- Run reports from our different fundraising platforms and ensure that all data is inputted in the database accurately
- Support and administration of our biannual mailings and emailing campaigns
- Diary management
- Event administration
- Producing Gift Certificates, including assisting with their design

Candidate requirements

Essential:

- Determination to help transform lives of the most deprived children in the world
- Excellent verbal and written communication skills
- Must be passionate about administration and keeping accurate records
- Previous Executive Level PA experience or hands on Administrative experience
- Must be available to work Monday-Friday during core working hours (9am to 5pm) including school holidays
- Ability to work on your own, highly efficient and work well under pressure
- Experienced, self-motivated, enthusiastic and dedicated, with initiative and the ability to work as part of a small administrative team
- Reliable and responsible
- Excellent attention to detail where accuracy is essential
- Excellent IT skills with extensive experience of Zoom, Teams and Microsoft Office including MS Excel – ability to use spreadsheets, input basic formulae and remove duplications
- Excellent research skills

Visa / residence status: You must be either a British citizen or have indefinite leave to remain; and already have the right to work in the UK.

Location & commitments:

- Self- employed part time up to 25 hours per week (negotiable – as agreed)
- Around £15 per hour subject to experience
- Potential for this to be a full time appointment. Salary to be agreed.
- Hybrid – home based with up to 2 days a week working in Dorking

How to apply:

Please provide a cover letter, setting out your vision for the role, what you would aim to deliver and how you fulfil the requirements, together with a CV outlining your experiences to date and suitability for the position.

Send by email: Davina@kidsforkids.org.uk

We apologise that given the volume of candidates, we will only contact those shortlisted for interview and are unlikely to be able to give feedback unless you are invited to interview.

No agencies please.

Please do not telephone the office.