

# Kids for Kids

## Administrator

**Location:** Home-based (fully remote) with regular travel required to Dorking and London, 1/2 times a month

**Part-time:** 25 hours per week, worked over 5 days

**Contract:** Self-employed basis

**Salary:** around £19,500 per annum - 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.**

Next year, Kids for Kids celebrates its 25th anniversary, and we're preparing for a very special year ahead. This is a unique opportunity to join us at a pivotal moment – to help run our major anniversary celebrations, raise awareness of everything we've achieved over the past quarter of a century, and play a vital part in shaping the future of our charity.

For 25 years, Kids for Kids has been transforming the lives of children in Darfur, Sudan – bringing hope, security and sustainable futures to families living through unimaginable hardship as conflict and famine continue to threaten lives.

We are now looking for an enthusiastic, highly organised Administrator to join our small but dynamic team. This is an exciting, hands-on role where you'll take responsibility for the smooth running of our office and work closely with our Founder and CEO, as well as our Deputy CEO.

We're a close-knit team with a strong sense of purpose, a culture of hard work, and a shared belief in going the extra mile for the children we support. This is more than just an administrative role – it's a chance to make a real difference, to be proud of the impact you help create, and to be part of the new face of Kids for Kids as we step into our next 25 years.

### [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 25 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. Now, because of the huge need in Darfur we are also delivering emergency aid. Despite ongoing violence we are still the only organisation helping remote communities thanks to volunteers in Darfur. Please visit our website: [www.kidsforkids.org.uk](http://www.kidsforkids.org.uk) to find out more about our work and our sustainable projects and what we are doing right now.

We will be celebrating 25 years in 2026, and we have a lot of fun plans, including several high-profile events. We need your help to organise our celebrations across the country.

#### [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 managing our CRM. Event planning and coordinating with the rest of the team will be part of your brief, as will organising support across the country to help raise awareness of our unique sustainable projects. You will be experienced with spreadsheets and labels for our mailings.

Your efficiency in keeping accurate records and communicating effectively with our supporters will contribute directly to the extent to 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 CRM, outlook distribution lists, and Mailchimp
- Run reports from our different fundraising platforms and ensure that all data is inputted into the CRM 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. Experience of Donorfy is a bonus.
- 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 £19,500 per annum, subject to experience
- Home-based (fully remote) with regular travel required to Dorking and London

**How to apply:**

Please provide a CV and a cover letter setting out how you fulfil the requirements and your suitability for the position.

Send by email: [careers@kidsforkids.org.uk](mailto:careers@kidsforkids.org.uk)

**Deadline to apply is 12<sup>th</sup> December. We are looking for the successful candidate to start at the beginning of January 2026.**

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.*