



Part-Time, Freelance - Senior Administrator and Fundraiser
Job Advert

As we expand our work at direction, we are looking for an experienced and enthusiastic Senior Administrator and Fundraiser to join our friendly team in Edinburgh, on a part-time, freelance basis.

You will be at the forefront of direction. Assisting in the smooth running and organisation of our services alongside the fundraising of vital funds.

The role will be predominantly home based with approximately 1 day per week at our Edinburgh office when we return to face-to-face working.

You must be committed to approximately 12-16hrs per week to be worked Monday – Thursday between 9am – 4pm but with a degree of flexibility. Exact working hours and days will be agreed with our Managing Director.

£12 per hour.

Key Responsibilities of this role:

General Admin

- Provide a variety of admin and PA support to the Managing Director as required
- Work in partnership with other direction Administrator and provide coverage during days off and holidays.
- Creating and editing business documents using Microsoft Word, Excel, Outlook and PDF's.
- Ensure accurate digital storage of all business documents.
- Assist with planning and production of training presentations.
- Complete annual renewals for professional body memberships and accreditations.
- Ensure organisational Policies and Procedures are complete and up to date.

Finance

- Able to use Xero, Stripe and banking systems.
- Record and track private client payments and liaise with Managing Director, accountant and others with regards to finances
- Assist in preparing sales figures for business proposals and reports.
- Assisting in report writing and emails.

- Provide end of month financial statement to Managing Director and pay invoices.

Premises Management

- Regular visits to Haddington Place offices to check stock, review maintenance/cleaning, collect mail.
- Managing room rental at the offices: advertising rental, meet and vetting of potential new bookers,
- Managing booking enquiries, record cancellations and general online calendar overview.

Fundraising

- Generate income for the specific fundraising projects as agreed with Managing Director
- Produce high-quality written applications for funding.
- Produce timely project monitoring and update reports and items of interest for the Managing Director.
- Maintain accurate financial records of income raised and ensure project expenditure is on track.
- Research, plan and implement approaches including sponsorship, grants or donations, staff volunteering opportunities.
- Develop, manage and maintain relationships with potential donors, sponsors and organisations.
- Work independently, using your own initiative to resolve challenges and develop opportunities.
- Sharing information appropriately with direction team and contribute enthusiastically to the wider activities of direction.

Other desirables

- Social media and website (word press) experience and knowledge.

To apply for this position, please submit a copy of your CV and covering letter to enquiries@direction.org.uk

In your covering letter please also outline your availability and any upcoming holidays.

Closing date for applications 23rd January 2022.