

JOB DESCRIPTION



Project Support

Permanent Role / Contract Based

Part time: 10 hours a week

Reports to: Project Manager

Hourly rate: £10

Location: Birmingham. Working remotely is possible (temporarily).

Organisation

Seeking Reward Foundation (SRF) is looking for a part time Project Support Officer to provide assistance on a variety of projects. SRF, founded in 2013, is a charity with an Islamic ethos and focuses on procuring and executing Sadaqah Jariyah (a type of charity which is ongoing) charitable opportunities for its donors. By the permission of Allah, SRF has been involved in Sadaqah Jariyah projects on a wide spectrum in over 40 countries and benefitting online audiences around the world.

The Trustees have now developed the charity to a stage where it requires a skilled Project Support Officer to aid and assist the Project Manager in fulfilling the charities strategy. As this individual will be the charities second appointment, they will be expected to be very flexible in their approach and their workload.

The Role

- Support the Project Manager in delivering a variety of projects and campaigns
- Managing social media channels
- Review and dispatch literature requests
- Bookkeeping

Skills or Experience

- At least 1 year holding a regular (paid or volunteer) role within a not-for-profit organisation.
- At least 2 years working in a professional environment.
- Ability to work on own initiative and complete tasks with a high standard.
- I.T. literate, particularly MS Excel, PowerPoint and Outlook.
- Qualified to Degree standard or equivalent.
- Highly skilled in the usage of social media with a proven track record of its impact.
- Excellent communication skills, both verbal and written.
- Demonstrate excellent Islamic etiquette and manners.

Contact Info

If you believe you are the right candidate for this role, please email your CV and covering letter to contact@seekingreward.org by 14th April 2020.

The role is formally defined by the Trustees of SRF and is not necessarily restricted by the above description. This job description is designed to give an over-view of the job.