



JOB DESCRIPTION

Project Support Assistant - Permanent Role
Part time: 15 hours a week
Reports to: Project Manager
Hourly rate: Dependent upon experience
Location: UK Based - Working remotely

Organisation

Seeking Reward Foundation (SRF) is looking for a part time Project Support Assistant to aid 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 Assistant to aid and assist the Project Manager.

The Role

- Support the Project Manager with administrative duties,
- Updating social media channels and the website,
- Review and dispatch literature requests,
- Updating policies and procedures,
- Bookkeeping,
- Incoming and outgoing communication,
- General administrative duties.

Skills and Experience

- Excellent communication and time management skills,
- At least 2 years' experience within a professional office environment,
- Basic online skills to administer a website and social media accounts,
- Ability to work on own initiative and complete tasks to a high standard,
- Proficient IT skills, particularly MS Excel, PowerPoint and Outlook,
- Have an English Language qualification with excellent communication skills, both verbal and written,
- Report writing and project proposal experience,
- Demonstrate excellent Islamic etiquette and manners.





seekingreward.org
contact@seekingreward.org



Branston Court | Branston Street
Birmingham | B18 6BA



Desirable:

- Experience within the not-for-profit sector,
- Experience in governance and financial management,
- Experience in graphic design and/or video editing

Contact Info

If you believe you are the right candidate for this role, **please apply at**
www.seekingreward.org/apply

* Any information contained submitted within the application and supporting documents may be accessed, stored and used by the organisation in accordance with the Data Protection Act 1998. (None of the information provided will be used for marketing purposes and will be strictly confidential)

* 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.

