**JOB DESCRIPTION**

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| **Job Title** | Administration Assistant |
| **Employer** | Self Help Africa  |
| **Location** | Westgate House 2nd Floor Suite, Dickens Court, Off Hills Lane, Shrewsbury, Shropshire, SY1 1QU |
| **Contract type** | 12 month fixed term contract – two mornings per week, 8 hours |
| **Reports to** | Donor Care Coordinator  |
| **Organisation Overview** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life. In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.Our three core values are:▪ Impact: We are accountable, ambitious and committed to systemic change.▪ Innovation: We are agile, creative and enterprising in an ever-changing world.▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose** | Provide administrative support to the ROI fundraising team and support the Shrewsbury office closure.  |
| **Key Responsibilities** | * Mail: open all mail on a weekly basis online with Dublin based colleague, log all mail, scan/photo mail and email as required
* Deposit all checks and fill in lodgements, scan/photo lodgements to Dublin
* Print and mail thank you letters (prepared by Ireland)
* Help with office close out: filing. shredding, organising boxes
* Help with other office close out matters as they arise, in liaison with HQ based staff
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| **Key Relationships** | * Donor Care Coordinator
* Head of Fundraising – Ireland
* Director of Public Engagement
* Fundraising Colleagues
* People and Culture Colleagues
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| **Knowledge, Experience and Other Requirements** | * Previous office experience is desirable
* Excellent communication skills
* Ability to work independently and as part of a team
* Flexibility and ability to problem solve. Ability to know when to escalate issues
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