CEO's Personal Assistant

Surrey

£15 per hour

Job Description:

If you believe in sustainable development and wish to make a lasting difference to children's lives, please join our small team at Kids for Kids, the only charity founded specifically to help children in one of the most challenging regions of the world, Darfur, Sudan. For the past eighteen years we have been transforming the lives of children through an unique package of integrated projects, working closely with the communities themselves. Life in the remote villages is amongst the most deprived of the world. You will be helping to transform the lives of children long term when you join our small dedicated team.

We are based in Dorking, Surrey, but you will be working mostly in your own home allowing flexibility to your own life. We would stress that this is a challenging, but immensely rewarding role, requiring someone who is hardworking, efficient and accurate, and good at managing their own time. You will interreact with our donors, Patrons and celebrities at the public face of Kids for Kids.

We are currently seeking an Executive Personal Assistant, which is a key role, enabling you to help even more children, showing that sustainable development is possible. You will be determined to make a long-term difference in the world and will be helping us to transform the lives of half a million Darfur villagers. The administrative team is small, so your position is hugely important.

Duties & Responsibilities:

- Working closely with the Chairman/CEO to reduce her workload. You will need initiative and imagination to help lead the charity into the next decade
- You will look after supporters, 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 supplies and our important databases and spreadsheets, along with general office duties
- You will be able to update the website, organise events, run our social media campaigns and liaise with journalists to maintain our records accurately
- You will excel and design reports and news leaflets
- You will also manage our biannual mailings and emailing campaigns
- One of the most important attributes is that you will be good at detail, as it is essential to maintain our records accurately

Candidate Requirements:

- Experienced, self-motivated, enthusiastic and dedicated with initiative and the ability to work with a small administrative team, but essentially able to work independently in your own home
- Reliable and responsible, and good at detail
- Able to use spreadsheets band formulas from the Access database, pull off queries,

remove duplications and sort.
- Able to coordinate with volunteers, supporters and professionals
- Calm and confident individual with first class people skills and excellent organisational and IT skills
- Ability to work on your own and under pressure
- You must have a laptop (not a Mac) and Windows 10, MS Office, Publisher, plus a good colour printer and fast broadband

You will be self employed as the hours will vary, but they are likely to be a minimum of 25 hours per week. It is important that you live within an easy driving distance from Dorking so that you can visit her office once/twice a week, but you will be happy to work in your own home.

If you are looking to make a difference in the world, you could not choose a more effective organisation. You will love to work with our supporters and, like them, know that what you do is transforming the lives of children; you will get real satisfaction from all you do. It is important that you do all that you can to support the Chairman and take work off her desk. Kids for Kids is growing and if you are ambitious, you will have the opportunity to be a key part of that future.

Please send your CV with a cover letter to Robin Radclyffe at radclyffe@talk21.com. **Robin is also happy to answer any questions you may have. We look forward to receiving your applications!**