



## Job Description

**Role Title:** Temporary Office Assistant  
**Location:** Bath  
**Hours:** Monday – Friday (9am to 5pm)  
**Rate:** £7.50 per hour

Ethiopiaid is based in central Bath and generates income to fund partner organisations in Ethiopia, primarily in Addis Ababa and the surrounding area.

We support projects ranging from maternal health, FGM and women's rights, to education, disability and the elderly. It is our aim to see an Ethiopia without preventable poverty, in which every person enjoys the right to quality education, healthcare and a life of dignity.

### Outline and Purpose of Role

This role will provide support for a **nine week period**, to Ethiopiaid's staff team.

This will be an opportunity to gain work experience in fundraising within the international development sector. This position is ideal for either a confident graduate or someone with office experience seeking to move into fundraising/international development with a demonstrable interest in either or both.

You must be highly organised, able to manage multiple projects and work under your own initiatives.

### Main areas of responsibility:

<b>Donor care</b>	<ul style="list-style-type: none"><li>• Answering the telephone and dealing with donor enquiries, card donations and post</li><li>• Manage the supporter inbox</li><li>• Work with the Finance and Fundraising Officers to ensure all donors are thanked</li><li>• Delivering excellent donor care at all times</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>• Support with data entry and updating Gift Aid information onto the Raisers Edge database</li><li>• Helping to proof read material for direct mail appeals and newsletters</li><li>• Leading on social media content and blogs</li></ul>
<b>Special Projects</b>	<ul style="list-style-type: none"><li>• Archiving financial records</li><li>• Assist with Gift Aid and legacy administration</li><li>• Help with Christmas Card orders and support for the Bath Half Marathon</li></ul>
<b>Team Support</b>	<ul style="list-style-type: none"><li>• Supporting the fundraising team with adhoc jobs and special projects when needed</li></ul>

## **Essential skills**

- Good knowledge and understanding of Microsoft Office, in particular word and excel
- Professional attitude
- Ability to seek new opportunities and think on your feet
- Ability to multi task
- Excellent written and verbal communication skills
- Attention to detail
- Proven interpersonal skills
- Keen to learn and develop new skills
- Able to concentrate in a busy office environment

## **Desirable**

- Experience of, or an interest in, International Development
- Design skills

## **HOW TO APPLY**

Send your CV and a covering letter explaining why you feel you are the right person for this role. Applications can be made by email to:

**Email:** [support@ethiopiaid.org.uk](mailto:support@ethiopiaid.org.uk)

**Application Deadline:** Sunday 7<sup>th</sup> October

**Interview Date:** TBC

Please note that interviews will be held at our office in central Bath. If you have not heard from us two weeks after the deadline please assume your application has not been successful. Due to the popularity of this position we unfortunately cannot provide feedback on your application.

This position is open to UK residents with the right to work.