

**Vacancy:** Administration Assistant

**Salary:** £12,000 to 16,000 per annum, depending on experience

**Contract:** Permanent

**Hours:** 40 hours a week

**The organisation:**

The Abrahamic Foundation (AF) was established in 2009 to serve the diverse needs of the Muslim community. It was founded by a group of scholars, teachers and other professional members from the community. The aim of the organisation is to create a centre that excels in providing high quality services in education, youth work, training, new Muslim provisions, and many other bespoke community services.

**Purpose of the role:**

- To manage the day to day running of the admin office – ensuring that customers are greeted appropriately and that queries are answered promptly.
- To provide personal assistance / secretarial support to the Chair of Trustees & Centre Manager
- To support the Chair of Trustees in the administration of governance systems and processes within the AF
- Oversee the effective working of AF reception & coordination of office volunteers/staff
- Provide efficient reception cover & customer support for activities delivered by the AF

**The ideal candidate will be able to demonstrate that they have;**

- Experience of working within a reception or administration role
- Experience of providing customer service with a commitment to deliver the highest standard of customer care
- Excellent interpersonal skills with the ability to work successfully with disadvantaged/or socially excluded groups and individuals
- Effective communication skills, both written and verbal
- Willing and able to work collaboratively within a team
- Good organisational skills with ability to deal effectively with conflicting priorities in a busy environment
- Experience of collecting data and producing reports
- Experience of undertaking financial and banking tasks
- Experience of working with volunteers
- Able to deal with challenging situations and individuals with a range of needs in a calm and confident manner to reach a positive resolution
- Empathy and understanding of the issues faced by vulnerable people
- Good working knowledge of Microsoft Office (Word/Outlook/Excel)
- Knowledge of and ability to comply with safeguarding procedures
- Commitment to AF's purpose and values including equality and social inclusion
- Appointment to this post is subject to an Enhanced Disclosure endorsed by the Disclosure and Barring Service.

**To Apply:**

To be considered for the Centre Manager role please complete the attached application form and forward to [nasir.zameer@yahoo.co.uk](mailto:nasir.zameer@yahoo.co.uk)

**Closing date: 25<sup>th</sup> November 2018**

**Interviews: 4<sup>th</sup> December 2018**