**Admin and Fundraising Support**

Temporary: From as soon as possible to end September 2016

Part-time: 3-4 days per week

Reports to: Acting Director

Salary: £22,889 Pro rata (depending on experience)

Palestine Solidarity Campaign (PSC) is advertising for a temporary, part-time Administrative and Fundraising Support worker to help in our busy office for over July, August and September 2106. We are looking for a reliable, enthusiastic, accurate, and well-organised person, to provide support to the team. This post is for a fixed term until the end of September 2016.

**Person specification**

*Essential*

* Experience of providing administrative support
* A self starter, able to handle a demanding work load with flexibility
* Methodical and organised with good attention to detail
* Ability to work as part of a team
* Speedy and accurate input and word processing skills
* Professional telephone manner
* Support for the aims and objectives of PSC

*Desirable*

* Experience of working with a CRM system, ideally Raiser’s Edge
* Experience of working with Microsoft Word, Excel and other MS Office programmes
* Previous customer service experience

**Job Description**

* Inputs information quickly and accurately from a variety of sources into membership and finance databases.
* Takes customer orders and ensures that they are fulfilled.
* Handles enquiries including incoming phone calls.
* Provides administrative support to the Acting Director.
* General office tasks including filing and photocopying.
* Works within the policy, aims and objectives of the Palestine Solidarity Campaign.
* Respects and maintains confidentiality of information.

Flexibility

* In order to work effectively in a changing environment other tasks may be required