

**Chinese Information and Advice Centre
Administrator and Fundraising Worker**

JOB DESCRIPTION

The Chinese Information and Advice Centre is currently seeking an Administrator and Fundraising Worker to support the office and the delivery of fundraising and community events.

KEY RESPONSIBILITIES

Fundraising events:-

- To lead and take responsibility for all fundraising activities internally and externally. Follow up each event from start to finish; ensuring costs are kept to a minimum.
- Send information/fundraising materials via email, post or telephone when required. To act as a main contact to potential and existing supporters.
- Monitor and report to sponsors after a fundraising event.
- Assist with written press release, emails and thank you letters to supporters.

Administrative Duties

- To deal with telephone enquiries from external agencies and stakeholders in a courteous manner, as well as identifying and informing as appropriate the responsible staff.
- To maintain an efficient telephone enquiry and switchboard service in a courteous manner.
- To provide an efficient and effective reception service.
- To maintain an orderly filing system that is clear and accessible to staff and trustees.
- To participate in staff meetings and assist in minute-taking, if required.
- To circulate, update and file useful information to the Centre.
- To ensure office supplies and equipment are bought and maintained.

Other Duties

- To liaise closely with the line manager/supervisor.
- To liaise and co-operate with other staff members as appropriate.
- To participate in any training and developmental needs as required by the line manager/supervisor.
- To participate in office rotas as and when necessary.
- To safeguard, at all times, confidentiality of information relating to the Centre, staff and service users.
- To undertake any other duties, in accordance with the aims, values, policies, procedures, guidelines and other agreed working documents, as required by the line manager/supervisor.

SKILLS, KNOWLEDGE AND ABILITIES

- Good command of English, Cantonese and/or Mandarin.
- Excellent organisational skills and attention to detail.
- Excellent computer skills – Word, Excel, PowerPoint and a good working knowledge of marketing techniques.
- Ability to organise time effectively, prioritising workload and meeting deadlines.
- Ability to work with minimal supervision and work as part of a team.

- You will have a “can do” attitude and demonstrable commitment to support vulnerable community groups.
- Maintain confidentiality in all areas of work at the Chinese Information and Advice Centre.
- Be flexible with regards to working hours and attend weekend fundraising activity where necessary.

DESIRABLE SKILLS

- Ability to write Chinese
- Experience of working for the Chinese community in the UK
- Knowledge and understanding of the experiences of the Chinese community in the UK
- Knowledge of book-keeping

Please apply with a current CV and a cover letter, stating why you are suited for the role.

Any offer is subject to satisfactory references, eligibility to work in the UK and an enhanced DBS check.