Role Profile

Role Title: AWF Administrator

Responsible to: AWF Manager

Department: AWF

Responsible for: N/A

Purpose of Role

- Working closely with the trustees and AWF Manager to manage charity administration and support the delivery of the charity’s aims and objectives.

Key Responsibilities

Administration:

- Provide secretarial support to the charity, drafting correspondence, communicating with trustees and administering meetings.
- Provide full administrative support for AWF’s charitable activities, including grant making, educational materials, AWF Discussion Forum and student talks alongside any additional AWF projects.
- Support the logistics of AWF events and any external exhibitions.
- Fundraising administration, including keeping AWF’s fundraising record and operational systems up to date.
- Implement the charity’s grant making process by administering the application, decision-making, monitoring and evaluation processes.
- Work with the AWF Manager to contribute to the development AWF charitable activities in line with overall charity strategy, e.g. to develop AWF’s student talk offering.
- Carry out any other duties commensurate with the role, as agreed with line manager.

Fundraising and Communications:

- Produce fundraising materials (including case studies) e.g. Discussion Forum sponsorship package and AWF case for support.
- Propose ideas for PR and contribute to social media channels and monthly e-news.

Scope of role

Working closely with the AWF Manager to plan and execute charity activities.

- Attending events, trustee meetings and sub groups.
- Opportunity to take initiative in developing administrative processes and systems.

People

No line management responsibility.
Close working relationship with the AWF Manager.

Liaison with external suppliers and service providers as appropriate e.g. website developer, graphic designer, printers.

Liaison with volunteers including AWF Representatives and volunteer interns.

**Initiative/innovation**

Willing to contribute to marketing, communications and wider charity strategy.

Maintain an active understanding and interest in the third sector so as to identify new opportunities.

**Resources**

The role holder will implement their work within budget parameters, as directed by their line manager.

There are opportunities to promote the charity's work through AWF events, website, social media, newsletter and via access to the resources of the British Veterinary Association.

**Influence/impact**

Work with internal stakeholders such as trustees and external suppliers to ensure delivery of AWF charitable activities and overall charity administration.

**Knowledge, skills and expertise**

**Essential**

- Experience of successfully supporting a Board of Trustees or senior team
- An ability to work with minimal supervision
- Strong organisational skills with demonstrable ability to prioritise and work to strict deadlines
- Experience of setting up or developing administrative processes
- Able to produce presentations
- Experience of planning and organising events
- Good clear written and oral communication skills with excellent interpersonal skills
- Ability to build relationships with a range of people and organisations
- Excellent IT skills including Microsoft Office, CRM systems, particularly Salesforce.

**Desirable**

- Degree level education or equivalent
- Experience of working in a small charity
- Understanding of the animal welfare sector
- Experience of fundraising and project administration
- Experience of digital communications