

# Da'watul Islam UK & Eire

Darul Ummah 56 Bigland Street London E1 2ND Tel: 020 7 790 5166 Fax: 020 7 790 2005  
www.dawatul-islam.org.uk email: info@dawatul-islam.org.uk

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**Vacancy for a full-time Administrative Officer.**

**Salary: £18,000 – £22,000 depending on experience.**

**Application Deadline: 1<sup>st</sup> March 2020.**

## **The role:**

Dawatul Islam UK & Eire is seeking a skilled and energetic Administrative Officer to join our busy Charity headquarters. The ideal candidate will be passionate and driven, with a thirst for learning and a keen eye for detail.

Preferably this candidate has previously worked within a Charity or third sector setting in a similar role, and has experience managing competing deadlines. This person must exercise good judgement, is poised and can confidently demonstrate the ability to uphold our Charity's ethos.

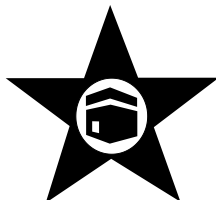
As a supportive position to the President and Secretary General, this role offers a variety of opportunities to assist in several of our Charity's key departments.

## **The organisation:**

Since 1978, Da'watul Islam has worked to bring people together in peace and harmony, nurturing and supporting our families and children, building our schools, centres and community. A faith-based Charity and a founding member of the Muslim Council of Great Britain, our name means 'invitation to peace'. Together we are working towards a society of equals– and everyone's invited.

## **To apply:**

For more information and to apply please submit a cover letter and CV to [info@dawatul-islam.org.uk](mailto:info@dawatul-islam.org.uk)



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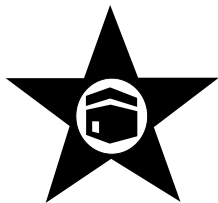
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<b>Job title:</b>	Administrative Officer.
<b>Department:</b>	DI Central Office.
<b>Reports to:</b>	Secretary General.
<b>Job purpose:</b>	To provide professional, efficient and effective administrative support to the President and Secretary General of Dawatul Islam UK & Eire, ensuring efficient and effective running of the Charity's Central Office and daily business.
<b>Contract:</b>	Permanent.
<b>Salary:</b>	£18,000 – £22,000 depending on experience.
<b>Hours:</b>	37.5
<b>Location:</b>	Darul Ummah, 56 Bigland Street, Shadwell, London E1 2ND.

## Skills Required:

- **Communication and people skills:** Often being the first point of contact, the Charity Administrative Officer will need to possess excellent communication skills. The image of the organisation and its services relies heavily on the ability of the Administrative Officer to communicate effectively and sympathetically with a wide variety of people including Trustees, Members, staff, volunteers and wider members of the community.
- **Time management skills:** The Administrative Officer will need to possess excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.
- **Information Technology skills:** The Administrative Officer will need strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful.
- **Problem solving skills:** The Administrative Officer will need to be practical, proactive, unflappable and able to use their initiative.



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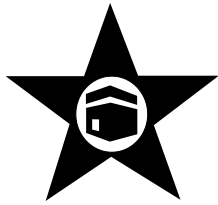
## **Main tasks and responsibilities:**

Administrative support to the Charity Central Office.

- Be responsible for the smooth running of the Charity office, dealing with enquiries by telephone, email and post, and maintaining filing systems (both electronic and hard copy).
- Filter telephone calls passed by receptionist before passing them to the necessary person. Take and relay accurate and timely messages and answer questions where possible.
- Maintain a comprehensive electronic and paper and filing system.
- Deal with visitors to the organisation in an appropriate and personable manner.
- To undertake word processing, electronic communication, telephone communication, filing, faxing, printing and photocopying work as required by the President and Secretary General, and the Charity's Project Office when necessary.
- Set up meetings, book meeting rooms/venues, and support event management accordingly.
- Develop and maintain Membership contact databases and records.
- Be responsible for the handling and processing of post.
- Maintain office supplies and orders, creating purchase orders where necessary.
- Draft, type and dispatch Charity office correspondence as required and maintain communication with Charity branches as necessary.
- Attend occasional evening and weekend fundraising/charity events and conferences as required.

Duties and responsibilities to the President and Secretary General.

- Update and maintain the President and Secretary General's diary and address book, arranging appointments with them as appropriate.
- Liaise with the President and Secretary General daily regarding the events of the day and follow up resultant actions.
- Liaise with the Charity's Projects/Institution Administrators.
- Liaise with other admin staff, Trustees, Governors, consultants and external organisations to arrange meetings, prepare agendas and draft notes and minutes.
- Attend occasional events as requested by the President and Secretary General.



## General Responsibilities.

- To understand, adhere to and actively implement all the policies and procedures of Dawatul Islam UK & Eire and its Projects/Institutions at all times.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant Dawatul Islam UK & Eire policies during the course of undertaking the role.
- To safeguard children, young people and adults at risk, at all times.
- To undertake training as required.
- To undertake additional tasks reasonably requested by the President and Secretary General.

## To comply with the Charity's general policies and procedures:

- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with the Charity's policy to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote, at all times, equality of opportunity in service delivery in accordance with the Charity's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation or disability.
- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the position and the needs of the Charity.

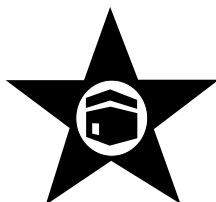
## Additional Training Provided:

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- First Aid Officer
- Fire Warden

## Special Requirements:

The successful Candidate will be willing to undergo Disclosure and Barred list check (DBS) plus a range of other recruitment checks.



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## Person Specification:

	<b>Essential</b>	<b>Desirable</b>
<i>Qualifications and training</i>	<ul style="list-style-type: none"> <li>Significant experience of assisting and supporting at a high level within an organisation</li> </ul>	<ul style="list-style-type: none"> <li>Degree level education or equivalent.</li> <li>Experience of working in a Charity, third sector or educational establishment.</li> <li>Experience of information compliance responsibilities, particularly GDPR.</li> </ul>
<i>Specific knowledge/skills (technical)</i>	<ul style="list-style-type: none"> <li>First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary.</li> <li>Strong IT skills including a high level of proficiency in software programmes such as Word, Power Point, Excel, Access and Outlook.</li> <li>Excellent written communication skills and command of the English language to draft letters, briefing notes etc. and high attention to detail.</li> <li>Excellent interpersonal skills and the confidence to deal with people at every level.</li> <li>Friendly approach and high level of customer service as 'ambassador' for the Charity.</li> <li>Ability to carry out research using appropriate methods including the internet.</li> <li>Ability to manage a heavy and demanding workload and work under pressure to meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Political awareness and sensitivity.</li> <li>Event management and coordination experience.</li> <li>Knowledge of Dawah and Islamic organisations.</li> </ul>



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<p><i>Personal Attributes</i></p>	<ul style="list-style-type: none"> <li>• Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high profile contacts.</li> <li>• Confident and proactive with the ability to work using own initiative and judgement.</li> <li>• Interest and willingness to engage in all the areas of responsibility of the President's and Secretary General's Office and across the Charity.</li> <li>• Commitment to continuous professional development and ability to learn new skills quickly.</li> </ul>	
<p><i>Team and management skills</i></p>	<ul style="list-style-type: none"> <li>• Ability to take own initiative as appropriate and also to work as a member of a team.</li> <li>• Willingness to work flexibly to meet the demands of the role to include some evening and weekend working</li> </ul>	
<p><i>Other</i></p>	<ul style="list-style-type: none"> <li>• Willingness to adopt a flexible and collaborative approach to tasks.</li> <li>• A team player.</li> <li>• Friendly and flexible attitude.</li> <li>• Excellent interpersonal skills.</li> <li>• To be able to work on weekends and evenings as and when required.</li> </ul>	

**This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.**