



Administrative Assistant

The Abrahamic Foundation

215 High Street, Smethwick, West Midlands, B66 3AH | 0121 448 9800

24 hours per week, during the normal operational hours of the Foundation. This may include evenings and weekends. Specific working days will be flexible.

Salary: Minimum wage

Responsibilities

- Performing administrative tasks in relation to fundraising for Abrahamic Foundation events, campaigns and projects such as preparing lists donors, funders, and liaising with them for sponsorships.
- Preparing a list of mosques, arranging and supporting for appeal dates with confirmed dates and timings.
- Create project management trackers for all fundraising activities with specific targets and ensuring a plan is in place to meet the targets.
- Performing all other fundraising/administrative tasks as and when required by the management team
- Strategise and lead on pushing an increase in direct debit sign ups.
- Oversee promotional efforts including posters, leaflets, email newsletters, and digital content to support events and campaigns.
- Provide regular fundraising reports and updates to the Senior Management Team (SMT)
- Ensure all data is handled in compliance with General Data Protection Regulations (GDPR)
- Be flexible and willing to take on additional duties within the remit of the role as required by the organisation.

The successful candidate must have:

- Experience in an administrative role.
- Experience of effectively maintaining electronic and paper administrative, financial and information systems.
- Proven experience of successfully working under pressure, with multiple demands and in a busy environment.
- Knowledge and understanding of the local region and community.
- Strong organisational and administrative skills.
- Good communication skills.
- High standard of numeracy skills in accurately entering and recording financial data and other general calculations and working within defined procedures and regulations.
- Ability to represent the Abrahamic Foundation in a wide range of situations.
- IT literate with ability to use MS packages, particularly Word, Excel and Powerpoint.
- Familiarity with social media platforms i.e. Facebook, Twitter, Instagram and Snapchat.
- Strong motivation and empathy towards the aims and objectives of the organisation.
- Outgoing, friendly and willing to pitch in and help others within the team, especially supporting all colleagues within the small fundraising team.

Closing date: Sun 23rd November 2025

To apply: Please email your CV and a cover letter to info@abrahamicfoundation.org.uk with the name of the position in the subject line.