



Women's economic equality is one of the biggest opportunities of our time. Empowering women is key to driving social change. Working at the Foundation is a chance to be part of that change.

About the Foundation

At the Cherie Blair Foundation for Women we help release the potential of women entrepreneurs, so they can redefine the future. Founded in 2008, the Foundation has supported nearly 200,000 women entrepreneurs in low and middle-income countries to transform their businesses and lives. In partnership with local organisations in over 100 countries, we deliver training, facilitate mentoring and share knowledge to help women start, sustain and grow their businesses. With our support, women reclaim the rights and freedoms they are too often denied. As a result, businesses flourish. Communities prosper. Attitudes shift. Economies grow. And women move the world in a whole new direction.

Our mission is to empower women to start, grow and sustain successful businesses, so they can redefine the future for themselves and their societies.

Ways to get in touch

Cherie Blair Foundation for Women, PO Box 60519, London, W2 7JU
+44 (0)20 7724 3109
recruitment@cherieblairfoundation.org
www.cherieblairfoundation.org

Registered Charity No. 1125751

Corporate Services and Partnerships Administrator

Responsible to: Senior Governance and Operations Manager (SGOM)

Location: London

Salary: £21,096 - £25,315 pa

Term: Permanent

Team purpose:

To provide high-quality services across finance, human resources, IT and administration that enable the Foundation to operate efficiently and deliver impact for women entrepreneurs.

Job purpose:

The **Corporate Services and Partnerships Administrator** will play a key role in the daily operation of the charity and its projects. This is a dynamic and engaging position which offers the unique opportunity to work and gain experience within two key departments. The Administrator position reports into the Corporate Services (CS) team, but their time will be split equally between the CS team and the Partnerships (fundraising) team.

The Administrator will support the Corporate Services department and has responsibility for facilities support, financial administration, maintaining policies/procedures, general filing and ad hoc support to the wider team. They will also provide the Partnerships team with critical assistance regarding database management, administration and logistics.

Key responsibilities

Administration (Corporate Services):

- Answer incoming phone and email enquires in an efficient, effective, professional manner, escalating as necessary and ensuring messages are dealt with and followed up
- Assist in organising and scheduling appointments and meetings
- Assist the Senior Governance and Operations Manager (SGOM) in supporting the CEO: creating agendas, writing minutes, presentations, planning and coordinating leadership and management meetings, Away Days and board meeting documents etc
- Be flexible and available to take on other tasks as requested by SGOM. You may be asked to assist External Affairs and Programme teams to occasionally support with additional admin
- Prepare and edit correspondence including emails, letters and other documents as requested by CEO and SGOM

Administration (Partnerships):

- Oversee the fundraising team's administration and internal systems, including managing the tracking of team income and expenditure, taking team minutes, setting up excel and word templates etc
- Support team with creating bios and profiles of prospective donors
- Support with donor meetings, set up IT, take minutes, book rooms, refreshments
- Support with donor reporting and communications
- Support with research for funding proposals
- Thanking and banking of donations

Information Technology Management:

- Act as a main point of contacts for all IT based queries, dealing with problems in an efficient and professional manner.
- Answer calls and e-mails regarding the computer network or communication systems.
- Support the SGOM configuring hardware and software, setting up peripherals such as printers or routers, repairing equipment, and providing daily support for computer network users.

Database Management:

- Ensure the organisation records data effectively, and update records as required
- Lead on database management and (with support from an external consultant) lead on training for the team
- Record and report on income via the database and reconcile monthly with finance

Financial Support:

- Act as a point of call for administrative finance and ad hoc queries
- Assist key members of the team with routine financial processing and paperwork
- Provide administrative and financial support to the SGOM and Director of Finance Corporate Services

Travel and Event Support:

- Book flights, hotels and transport for overseas trips
- Liaise with and book venues, AV and catering
- Liaise with Cherie Blair's office on logistics
- Support with detailed itineraries and briefings
- Support with prospect lists, invites and guest lists
- Technical support with creating presentations

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person specification

Essential criteria:

- Solid skills on Microsoft Word, Excel, and PowerPoint
- Basic knowledge of office equipment like printers, screens etc.
- Comfortable working in a fast-paced office environment
- Excellent verbal, written and communication skills
- High attention to detail and able to work independently and within a team when needed
- Maths and English GCSE Grade C or above (or equivalent)
- Organised and able to juggle multiple priorities at the same time
- Strong interpersonal skills, high levels of professionalism, initiative, energy, creativity and flexibility

Desirable criteria:

- Numerate, with an ability to analyse team targets/budgets, interpret and communicate data and financial information
- A working knowledge of using databases e.g. Raiser's Edge, and Experience developing fundraising or marketing/communications materials
- Experience of event administration, logistics and management
- Experience of undertaking research, analytics and problem solving
- Experience of using Raiser's Edge is highly desirable
- Interest, knowledge and/or experience of charities, international development, or women's rights

Application

Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV – no more than two pages

Please send your application to: recruitment@cherieblairfoundation.org by midnight, 22 May 2022.

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief. All applicants should already have the right to work in the UK.

