



Cherie Blair
**FOUNDATION
FOR WOMEN**

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

Senior Research and Database Officer

Responsible to: Senior Governance and Operations Manager (SGOM)

Location: London

Salary: £26,370 starting salary

Term: Permanent, full time (35h per week)

Team purpose:

This role sits within the Corporate Services team with a dotted line to the Partnerships team.

The purpose of the Corporate Services team is 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.

The Partnerships team's purpose is to accelerate growth in income and partnerships across a diversified range of income streams, thereby achieving long term, sustainable income growth for the Foundation and increasing our impact for women entrepreneurs

Job purpose:

The **Senior Research and Database Officer** 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 officer 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 role provides critical cross-team support. The post holder is responsible for supporting strategic projects, upkeep of fundraising systems, managing the database, logistics for events and international trips, and broad administrative support. They also undertake research and provide technical support to support efficient working practices.

Key responsibilities

Cross-team support

- To be the first point of contact for managing internal and external enquiries for both teams
- To support colleagues with a range of internal and external meetings and bookings
- To lead on the creation of a range of internal content including meeting agendas and minutes and CEO/SGOM correspondence, involving liaising with colleagues to plan and edit these
- To oversee the fundraising team's administration and internal systems, including managing the tracking of team income and expenditure, 'thanking and banking' of

donations, and support the wider Partnerships team with donor reporting and communications

- including offering finance and HR administrative support
- To lead on supporting Partnerships and Corporate Services events and international trips including booking transport and accommodation, liaison on logistics with Cherie Blair's office, and creating detailed itineraries and briefings
- To support key, cross-organisation projects with administration and technical support, for example large scale events, reports and strategic projects.
- To provide other administrative support to the Director of Corporate Services, SGOM and the Director of Partnerships as required.

Research, database and technical support

- To support the fundraising team with research for funding proposals and to create profiles of prospective donors
- To be the first point of contact for ICT based queries and support the SGOM in configuring hardware and software, setting up peripherals such as printers or routers, repairing equipment, and providing daily support for computer network users.
- To lead on database management across the Foundation, ensuring that all teams record data effectively and consistently (training provided to post holder)
- To lead on ensuring all staff are trained to use the database, offering direct training and support, and organising this with external providers
- To be responsible for monthly reporting of income via the database and reconciling with finance
- To provide technical support with creating presentations and digital tools, e.g. Zoom and team working apps

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:

- Experience working in an office environment, ideally with a background in charitable, not-for-profit, or public sector organisations
- Comfortable working in a fast-paced office environment
- A working knowledge of databases e.g. Raiser's Edge
- Microsoft suite proficiency
- Basic knowledge of office equipment e.g. printers, screens etc.
- Excellent verbal, written and communication skills
- Experience of undertaking research, analytics and problem solving
- Able to work independently and within a team when needed
- Demonstrable command of written and verbal English as well as strong numeracy skills
- Organised and able to juggle multiple priorities at the same time

Desirable criteria:

- Experience of event administration, logistics and management
- 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

We are particularly looking for applicants who:

- Have a strong desire to work in the international development sector
- Have an interest in governance and/or fundraising
- Have a technical eye for detail and are solutions focussed
- Have a strong background and/or understanding of CRMs/databases - or is highly interested in learning more about them
- Interested in developing a working understanding of charities and is willing to try new things

Please send your application to: recruitment@cherieblairfoundation.org

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.



