

**Awards Dinner Administrator (fixed term, part-time)**

**Who we are:** New Israel Fund is a successful, fast-paced charity working for human and civil rights in Israel.

**What we are seeking:** We are looking for an experienced administrator to help us deliver our annual Human Rights Awards Dinner.

**The Dinner:** The Human Rights Awards Dinner is NIF's annual flagship event and a fantastic opportunity to celebrate the impact of our work in affecting real social change on the ground in Israel. The successful candidate will see how our most exciting annual event comes into fruition and be present on the night.

**General**

Timeframe: 1 Sep - 1 Dec 2018 (three months), with some flexibility (applications by Friday, 20 July)  
Pay level: £21,500 pro rata  
Part time job: 21 hours per week, with flexibility on when hours worked  
Location: NIF Offices, East Finchley N2

**Role:**

- Administrative support for our annual fundraising dinner and awards ceremony, including registering guests and table hosts and organising winners' logistics
- Support Fundraising Executive in processing and receipting of donations
- Ad hoc administrative support for our busy office, including events and board meetings

**Skills:**

- Excellent administrative and organisational skills (an eye for detail is crucial)
- Excellent communication and interpersonal skills
- Strong knowledge of Word, Outlook and Excel and good IT skills
- Ability to work and deliver to deadline in a pressured environment from day one
- Good knowledge of Raiser's Edge or similar database - ideal

**Desirable Experience:**

- Experience of working in a small fundraising organisation or team
- Experience of working with the Jewish community

**Management and Support for post-holder**

The post-holder will be line managed by NIF's Fundraising Executive and will also work closely with NIF's Director of Programming. A detailed induction process will be undertaken at the beginning of this job. Training for the post-holder will be discussed as part of their induction.

To apply for this role, please send your full CV and a brief covering letter setting out your suitability for this role to [neriya@uknif.org](mailto:neriya@uknif.org) by 12pm on Friday, 20 July 2018.