

ORANGUTAN APPEAL UK



Grant Writer & Administration Supervisor

The Charity

Orangutan Appeal UK (OAUK) is a registered charity based in the south of England, dedicated to the rehabilitation and preservation of orangutans and the conservation of their habitat.

The Appeal strives to protect remaining wild populations of orangutans by providing support and funding for projects across Malaysian and Indonesian Borneo and by raising awareness of the plight of this great ape across the globe. The Appeal is also authorised to work on behalf of the famous Sepilok Orangutan Rehabilitation Centre in Sabah, Borneo.

Founded in 2000 by Susan Sheward MBE, OAUK has grown rapidly from just a commitment to help, to a position where in 2002 we were awarded official charity status. To date OAUK have invested over £1.5 million into the conservation of orangutans in Southeast Asia and we have a network of over 14,000 supporters across the globe.

The Appeal's Headquarters is in Surrey and its Administration Office operates in Brockenhurst, Hampshire, where we have a small team with a friendly, professional and dedicated ethos.

VACANCY

Job Title	Grant Writer & Administration Supervisor
Reports to	Manager and Chairperson
Salary	£16,000 - £18,000 per annum (dependent on experience)
Hours of work	9am-5pm with 30 minutes lunch break. A total of 37.5 hours per week but a flexible approach is required
Terms of Contract	Initial 6 month fixed contract which if successful will be extended
Location	New Forest Estates Office, Lyndhurst Road, Brockenhurst Hampshire SO42 7RL, United Kingdom With occasional travel to Surrey
Holiday	20 days + 8 Bank Holidays

Position purpose

Orangutan Appeal UK requires a skilled communicator to develop our programme of fundraising from charitable trusts and foundations. The ideal candidate will need to have a proven ability in grant writing and exceptional written skills. Additionally skills in communication and relationship-building are essential and the candidate must be able write and co-ordinate effective fundraising approaches to support our cause.

The main role involves researching, preparation, and development of written funding applications and submitting compelling proposals in the correct and most effective manner. Accurate record keeping and management of the grants applied for and their timelines is paramount. You will also be required to coordinate with the charity's project managers in order to compose reports for grant givers.

The role also has a proportion of the time which will be spent on supervising the general and varied administration duties of 2- 3 members of staff.

Duties and responsibilities

- Coordinate all of the Appeal's grant applications
- Supervising the charity administrators in their daily roles; including answering questions and supporting them if they need guidance or help
- Taking meeting minutes for the manager including conference and Skype calls
- Provide support and motivation to the office employees
- Organize and set conditions in the office to make sure it is a suitable and productive environment
- Monitor work flow and performance and report back to management any issues
- Develop and maintain relationships with Trusts and Foundations in line with funding targets

General administration tasks include:-

- Input adoptions, donations and supporter information into the Appeal's database
- Assist the Senior Administrator as required
- Use of the PayPoint online payment system to process merchandise, adoption and donation payments
- Weekly audit of PayPoint payment system against orders received
- Appeal fundraising activities and their preparation
- Collate and produce databases and spreadsheets
- Submit full reports to the Manager and Chairperson
- Adhere to the procedures relating to the proper use and care of equipment and materials to include general housekeeping of office and office equipment
- Carry out instructions from management for issues arising, and when agreed implement actions in accordance with administrative policies and procedures
- Respond professionally to queries by email or telephone from Appeal supporters and suppliers
- Adhere to stated policies and procedures relating to health and safety

Key Qualifications and Experience

- Excellent written ability
- Experience of successful grant application writing to trusts and funding organisations is essential
- Experience of developing relationships and securing funds from trusts or other organisations
- The ability to work under your own volition, without continual direction and supervision is essential
- Strong organisational skills
- Ability and willingness to undertake, and deal effectively, efficiently and appropriately with all administrative tasks and supervisory role
- A **reliable, dedicated, interested and flexible** approach to the conservation of the orangutan is essential
- Working knowledge of MS office including: Word, Excel, Outlook, Access and PowerPoint, and ideally MS Dynamics CRM
- Ability to follow all office processes and procedures with excellent attention to detail
- Lateral thinker with the ability to use own initiative, **must be a team player**
- Excellent time management
- Full UK driving licence and have access to own vehicle

Desirable Skills

- A qualification in conservation and/or previous employment within the charity sector
- Experience of managing/supervising a small team
- A mature and knowledgeable approach to the delicate issues surrounding wildlife conservation
- Experience of good customer care and relationship building and previous support/supervisor

Applicants should send their CV and a statement of suitability for the role to: manager@orangutan-appeal.org.uk or by post to:-

Emily Griffiths
Orangutan Appeal UK
1st Floor New Forest Estate Offices
Lyndhurst Road
Brockenhurst
Hampshire
SO42 7RL

Closing date for applications: **13 July 2015**

Interviews beginning: **20 July 2015**