

**Title:** Administrative Assistant

**Reports to:** International Marketing Manager

**Hours:** Full-time (40 hours per week)

**Location:** Hybrid/London Office

**About the Organisation:**

At Al-Ayn, we are dedicated to providing orphaned children living in poverty with the resources and opportunities needed to overcome their challenging circumstances. We believe that when a child realises their potential, it not only transforms their future but also positively impacts their families, communities, and society as a whole. Our mission is driven by our core values of transparency, dignity and empowerment.

**Key Responsibilities:**

- Monitor and manage requests on ClickUp, assigning tasks as appropriate and regularly providing updates to the International Marketing Manager.
- Oversee the administrative aspects of the monthly social media schedules, including adding links, proofreading, and checking content for accuracy.
- Coordinate with various communications departments worldwide on marketing-related tasks.
- Assist in the development of internal briefs and other relevant documents.
- Source images and other media assets for campaigns and social media schedules.
- Track updates from the field and ensure relevant information is shared with the appropriate team members.
- Liaise with internal communications colleagues regarding marketing-related tasks, such as translations.
- Communicate and follow up with external contractors on project deliverables.
- Manage ResourceSpace to ensure proper organisation and storage of media assets.
- Proofread all written copy, ensuring compliance with Al-Ayn's Communications Policy.
- Create campaign price-handle documents, converting prices into local currencies as required.
- Follow up with the marketing team on ongoing tasks and report progress to the International Marketing Manager.
- Support the preparation of monthly data reports for internal review.
- Assist in the preparation of internal evaluations and assessments.
- Monitor social media platforms for all international teams to ensure compliance with Al-Ayn's Communications Policy.
- Any additional support for the International Marketing Manager as required.

### Required Qualifications and Experience:

- Experience in project management and using tools like ClickUp or similar platforms.
- Strong organisational and multitasking skills in a fast-paced environment.
- Proven experience in social media management, including scheduling and proofreading content.
- Excellent written communication skills with a strong attention to detail.
- Experience working with internal teams and external contractors to coordinate projects.
- Proficiency in Microsoft Office and basic data reporting.
- Ability to work collaboratively across international teams.

### Preferred Qualifications:

- Degree or relevant experience in Marketing, Communications, or a related field.
- Fluency in Arabic.
- Understanding of marketing trends, ideally in the charity sector.
- Familiarity with digital asset management tools, such as ResourceSpace.

Skills:	Essential	Desirable
Strategy creation and execution	<input type="checkbox"/>	<input type="checkbox"/>
Digital skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data literacy and reporting skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent written, verbal, and presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intercultural sensitivity and inclusive language skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong working knowledge of Microsoft Office Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good oral and written communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fast data entry ability/keyboard skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Good presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong technical accounting knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excel and modelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Competencies:	Essential	Desirable
Excellent organisation and effective communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership and coaching skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strong attention to detail and organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The ability to manage pressure and conflicting demands, and prioritise tasks and workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Requirements:

- Flexibility of working outside working hours.

**Note:**

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in the light of experience and in consultation with the postholder. The postholder may be required to perform duties other than those in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.