



Job Description: Intern

Position:

Administrative Assistant

Period:

3 months extending further

Salary:

Expenses covered at approx. £500 per month

Hours of work:

35 Hours per week

Start date:

August

Job Description

You will be providing administrative support and assistance to the Al-Isharah team in delivering services for the deaf community. You will assist our team in the day to day activities. This is an excellent opportunity to develop experience in a dynamic setting that will allow you to gain a wide range of skills including learning BSL.

Your role will support the office team as they build on and improve the services we deliver for the deaf community.

Location:

We are situated in the London Muslim Centre, (London, E1)

Role & responsibilities:

- to provide efficient admin support
- to assist with provision of accurate and timely reports and information materials
- to assist in monitoring expenditure, reconciling expenses and processing invoice
- to set up meetings, agree agenda and take minutes
- to support the team with admin required by HR and recruitment processes
- to support the reorganisation of the electronic filing system
- to assist with the planning and delivery of services
- to lead on certain deaf friendly services
- to assist the Fundraising Manager with any allocated tasks related to fundraising
- to assist the Operations Manager with any allocated tasks related to operations

It is desirable if you have previous administrative and/or fundraising work experience or experience of working with deaf people.

Knowledge of BSL (British sign language) is most definitely advantageous!

Deadline:

Friday 31st July 2018

How to apply:

To Apply for this post, simply email your cv and cover letter to info@alisharah.com before the deadline.

Please note: This post may be closed before the deadline, should we find a suitable candidate.