

## Fund Raising and Projects Administrator

### Job Description

<b>JOB TITLE:</b>	Fund Raising and Projects Administrator
<b>EMPLOYMENT BASIS</b>	Full-Time
<b>DIVISION:</b>	Central Office
<b>REPORTS TO:</b>	Central Office Senior Manager
<b>DEADLINE:</b>	15 <sup>th</sup> May 2021

**ROLE PROFILE**

The Fund Raising and Projects Administrator is responsible to seek opportunities to raise income through fund raising events such as dinners, seminars, conferences, publicity events and others. The events will be in support of the organisation's ethos and objective. The Fund Raising and Projects Administrator is also responsible for the implementation of projects which are mostly of structural nature and which require fund raising, allocation of donations to the respective project and the development of the actual project.

The Fund Raising and Projects Administrator is accountable to the Central Office Manager or their delegate.

**TERMS AND CONDITIONS**

The appointee is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is a full-time and subject to six months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

**KEY RESPONSIBILITIES**      **Fund Raising**

- Assist in the organisation of regular events aimed at raising funds for the organization.
- Identify possible contacts for donations and other support in kind.
- Support entities in fund raising initiatives being undertaken.
- Follow-up and co-ordinate any donations in cash and in kind.
- Assist in organising two annual social activities for all Fondazzjoni Sebħ internal staff.
- Liaise with various services and keep an up-to-date diary of all events to limit clashes and conflicts.

- Assist the Central Office Manager to advocate for sponsorships of activities and initiatives.
- Keep record of all fund-raising initiatives and ensure that any legal fund-raising requirements are being adhered to.
- Co-ordinate Corporate Social Responsibility initiatives.

#### **Managing venues**

- Will coordinate all bookings to use Fondazzjoni Sebħ venues.
- Will work alongside their colleagues in the Central Office team to develop new premises to be used to raise funds.
- Ensure the organisation has relevant promotional equipment kept in good order at all times.

#### **Project Management:**

- Together with the Administration Manager, manage and co-ordinate projects under the responsibility of Fondazzjoni Sebħ.
- Report any delays to the Senior Management Team and propose ways of addressing such delays.
- Liaise with the architect, engineer and other personnel assigned to the project.
- Request quotations for works required and put forward recommendations to the Senior Management Team.
- Ensure that projects falling under his/her responsibility are costed and that expenses are within the approved budgets.

#### **Other responsibilities**

- Work collaboratively with other organisations within the Church in Malta and Gozo and the Archdiocese of Malta as necessary.
- Meet legislative and all relevant regulatory requirements.
- Ensure the values of Fondazzjoni Sebħ and the Archdiocese of Malta are upheld across the organisation.
- Carry out duties in accordance with Fondazzjoni Sebħ principles, policies and procedures.
- Attend meetings and training courses as required, including regular supervision meetings and annual appraisal with the Director or his/her delegate.
- Undertake from time to time such other tasks as may be required including administrative duties in connection with the post.
- Uphold and implement the policies and procedures of Fondazzjoni Sebħ throughout all aspects of the work of the organization.

#### **QUALIFICATIONS AND EXPERIENCE**

In possession of a Diploma or Bachelor's Degree, preferably in Communications, Management or a related field.

Registered Organisation: **VO/1622**

Member of the International Catholic Child Bureau

+356 2247 0900 72B, Triq Villambrosa, Ħamrun ĦMR 1127

info@sebh.mt; www.sebh.mt

Previous experience in a similar setting or a demonstrable interest in public relations would be an asset.

#### PERSONAL QUALITIES

- Embrace Fondazzjoni Sebħ values and behaviours that support the values
- Committed to Fondazzjoni Sebħ vision
- Self-motivated, pro-active and reliable
- Resourceful and able to perform under pressure
- Good inter-personal skills, creativity and an energetic personality
- Solid organisational and planning skills
- Excellent verbal and written communication
- Confident in presentation skills
- Creative
- Ability to manage multiple projects, priorities and deadlines
- Willing to take responsibility and be accountable

#### HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2021/10, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore  
Central Office Senior Manager  
Fondazzjoni Sebħ  
Email: [info@sebh.mt](mailto:info@sebh.mt)

*The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Sebħ to reflect the needs of the service. This Job Description should be read in conjunction with the contract of service.*

*Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission and any applicable legislation.*

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