



Project Administrator Role Description

June 2020

Salary: £18k pro rata

Contract Type: Temporary, Part-time, one day per week

Ammalife is a Birmingham-based international maternal health charity that works to remove obstacles to good maternal healthcare in some of the world's poorest regions. Ammalife works in partnership with local organisations to implement our projects. We support ground-breaking research and focus on building evidence-based, low resource, and culturally appropriate solutions to issues of maternal health.

Ammalife is seeking a proactive, organised and detail-orientated individual to provide administrative support for charity activity. Working from our Birmingham based office, the project administrator will support UK operations. The Project administrator will report directly to the Operations Manager and be responsible for:

- Receiving and sorting donated medical supplies and textbooks, and organising shipment of donated materials to our partners in Malawi
- Implementing and maintaining electronic and paper filing systems
- Supporting financial admin and record keeping (experience of using Sage beneficial)
- Supporting implementation and maintenance of Customer Relationship Management system/ database
- Supporting maintenance and updating project documentation
- Co-ordination of meetings, events, agendas and minute taking
- Ensuring adherence to Ammalife's reporting policy by ensuring grant recipients report back on their activities and are adhering to the rules of the grant
- Supporting social media comms
- Thanking and reporting back to donors and contributing to Ammalife's communications.

The ideal candidate will have an interest in International Development and/or Maternal Wellbeing and have experience of providing administrative support to in the third sector, or a similar setting. You will have excellent organisational and communication skills, as well as sound writing skills.

To apply, please send a full CV and covering letter detailing your reasons for applying and outlining your relevant experience to Louise Jackson-Sanders at info@ammalife.org. Applications will be accepted on a until 9th July **2020**.