

Job Description

CHARITY BUSINESS MANAGER

Contract Hours	14 hours per week (0.4 Full Time Equivalent)
Salary	£28,000 pro rata
Work pattern	2 days per week to be agreed

Context

British Muslims for Secular Democracy (BMS Democracy) was set up in 2008 to give voice to progressive Muslims in the UK and to promote secular democracy within our communities.

BMS Democracy is now an established voice campaigning for democracy social justice and human rights. Our commitment to secular democracy, combined with our concern to address the wide range of human rights issues facing Muslim communities, gives us a role and perspective which is unique.

- We **campaign** for human rights; particularly the rights of women and minorities within Muslim communities.
- Our **research and guidance** publications inform policy discussions and professional practice.
- We **promote debate** through various workshops and events as well as online.
- We **engage** with Muslim communities and lobby decision makers to promote human rights and counter anti-muslim sentiment.

BMS Democracy is a small charity (less than £50k income) and we are independently funded from non-government sources.

The post of Charity Business Manager is a new role working closely with the Director of Media, Lobbying and Engagement.

We operate as a virtual team, based in London.

Purpose

The purpose of this role is to carry out tasks necessary for the good management and administration of the charity and to help deliver our plans - maximising use of the limited resources we have.

This will include:

- Essential charity management tasks

- Coordinating the preparation of annual plans and budgets
- Publicity and admin for our Democracy Workshops
- Keeping in touch with funders and reporting back on achievements
- project managing new funding bids
- Acting as the first point of contact for general enquiries
- Working with the accountant to manage the finances of the charity
- Setting up effective virtual office systems and using technology to streamline admin
- Making best use of volunteer resources.

MAIN TASKS AND RESPONSIBILITIES

Charity management

- Assist with planning of trustee meetings, attending meetings and keeping records and following up on action points.
- Develop and update annual project plans with clear deadlines and map progress against milestones.
- Set up and manage a system for virtual team working using online tools such as Skype, Microsoft 365 or Google Apps / G-Suite.
- Make use of online productivity tools to plan and streamline admin tasks (eg Trello, Evernote, Doodle for planning meetings).
- Manage room bookings for trustee meetings or events.
- Responding to / redirecting general email enquiries.
- Manage website hosting arrangements.
- Work with accountant to prepare annual budgets and track spending throughout the year.
- Work with Accountant to process supplier payments and monthly payroll.
- Keep the Chair and Treasurer / nominated trustee informed of bank balances and any urgent financial issues.
- Liaise with Accountant to ensure preparation of annual accounts and submit returns to charity commission.
- Maintain a list of key contacts and manage mailing lists.
- Coordinate the recruitment of volunteers as needed and ensure paperwork is completed and stored securely.

Democracy Workshops

- Arrange dates for workshops in consultation with trustees / workshop leaders.
- Prepare publicity and disseminate information and workshop dates to relevant stakeholders.
- Set up registration arrangements (e.g. using eventbrite) and liaise with potential participants if any questions.
- Book rooms and arrange set up. Assist with any tasks needed to make the event run smoothly.
- Carry out event evaluations using standard feedback forms / online questionnaires and collating comments from participants.

Funding

- Follow up any potential funding opportunities and report to trustees. Coordinate the drafting of funding proposals with trustees and / or temp fundraisers.
- Maintain an up to date schedule of funding bids and log the outcome.
- Maintain an up to date schedule of current funders with relevant payment dates and deadlines for renewal.
- Liaise with current funders and assist with preparation of brief reports on progress as needed. Attend meetings with funders as needed.
- Help to take forward any other fundraising initiatives as opportunities arise.

Key Outcomes

- Trustees are confident that all charity management tasks are being carried out in an efficient manner.
- Trustees are confident that work is being done efficiently and within a reasonable time period, making best use of virtual working arrangements.
- Decisions taken by trustees are captured and actions are taken.
- Bills are paid and payroll is processed on time. All relevant taxes are paid and fines are avoided.
- Trustees are aware of the financial position of the charity.
- Annual accounts are submitted to the charity commission.
- Events (eg lectures, democracy workshops) are arranged and run smoothly.
- Funders have regular updates on our activity.
- We submit funding bids on time and progress new funding opportunities.
- Contact details, mailing lists and email systems are kept up to date and comply with data protection rules.

PERSON SPECIFICATION

Qualifications and Experience

1. At least 2 years experience of office administration, including use of online systems and applications.
2. Experience of working with a charity or not for profit organisation.
3. Some experience of managing finance and budgets.
4. Good standard of education, writing skills, IT literacy and numeracy with a qualification in business administration or a related business discipline highly desirable.
5. Experience of volunteering or campaigning with British Muslim communities highly desirable.

Knowledge, Skills and Abilities

1. A good understanding of the issues facing British Muslim communities, awareness of minority rights issues and an understanding of equality and human rights concerns.
2. The ability to develop positive working relationships, particularly when working virtually.
3. Confident IT user, familiar with office systems such as Microsoft Office / 365 or Google G-Suite, and productivity / task management applications such as Evernote, Trello or Asana.
4. Excellent communication skills, both in writing and verbally, with the ability to take notes of meetings, prepare brief reports, advertise events and set up participant questionnaires.
5. Customer care skills and the ability to resolve problems and deal with any complaints.
6. Competent in using spreadsheets to prepare budgets or financial reports.
7. Awareness of the basics of financial management / an interest in developing financial management skills.
8. Some awareness of fundraising and the needs of funders.
9. Knowledge of regulations governing charities or the ability to learn. Awareness of data protection regulations and how they might affect a small charity.
10. Highly productive, with excellent planning and time management skills and the ability to prioritise so that most important tasks are completed on time.

11. Ability to critically assess own performance and manage own professional development.
12. Ability to motivate and manage volunteers.

Personal Qualities

1. Focussed, productive and purposeful – a can-do attitude.
2. Enthusiastic and consistently helpful, with the ability to motivate and energise others.
3. Committed to social justice and human rights with a good understanding of BMSD's