



## Admin and Fundraising Assistant Vacancy

### About Us

Rahma (Mercy) was founded in the year 1999 in response to the plight of the refugees whom were fleeing from the war in Kosovo. We have since grown, from our humble beginning as a group of 13 volunteers setting out for a journey via road in an Aid Convoy, to becoming a UK registered Charity and an NGO in Kosovo and Albania. We are currently providing aid and support to 5 different countries in the Balkans; Albania, Kosovo, Macedonia, Serbia and Bosnia.

### The Position

We are looking for an Admin and Fundraising Assistant preferably with experience to join our Batley team. Ensure that the day-to-day clerical duties of the charity are executed with the utmost professionalism. In addition to this we require a confident individual that will be able to fundraise in the Yorkshire region through the local and business community. For other fundraising opportunities within external organisations e.g. schools, Madrassas etc. support will be provided if public speaking etc. is required.

### Requirements

- Ability to use MS Word, MS Excel and MS PowerPoint competently.
- Have a good command of the English Language.
- Good team working skills.
- Access to a vehicle and full UK driving licence

**The Location** Rahma (Mercy), 38 Oxford Street, Batley, WF17 7PR

### Why Should You Apply?

- A chance to take make a difference to the lives of the less fortunate.
- Occasionally visit the project countries to see the difference that you're making.
- Salary ranging from £10-£12 p/h (negotiable).
- Opportunities for on the job training and a chance to learn new skills not only limited to the admin environment.

**To apply or for general enquiries please contact 0116 251 69 59 or [azhar@rahmamercy.org.uk](mailto:azhar@rahmamercy.org.uk)**

