

Administrator – Office and Fund Raising Duties Job Description

JOB TITLE:	Administrator – Office and Fundraising Duties
EMPLOYMENT BASIS	Full-Time
DIVISION:	Central Office
REPORTS TO:	Central Office Senior Manager or their delegate

ROLE PROFILE The administrator is responsible to oversee the administrative tasks related to incoming donations by ensuring that such documentation is accurate and professionally kept. The Administrator is also responsible to seek opportunities and initiatives that result in any type of sponsorships from which Fondazzjoni Sebh can benefit.

The Administrator forms part of the Central Office team. The Administrator needs to work in close collaboration with the Fund Raising and Events Executive so that together they will optimize resources and fund-raising opportunities for Fondazzjoni Sebh. The selected candidate will be required to assist in other general administrative duties within the Central Office as the need arises. The Administrator is accountable to the Central Office Senior 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 on a full-time basis and subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta. The appointee will be required to work flexible hours in order to attend to initiatives organized outside office hours. S/he will be required to be on call so as to follow up on possible donations and planning of events outside office hours

KEY RESPONSIBILITIES **Fund Raising**

- Be responsible for co-ordinating requests for and acquiring donations in kind;
- Reach out to entities to sponsor or support initiatives, projects and other requirements related to the running of services;



- Assist in the organisation of regular initiatives aimed at raising funds for the organization. In doing so, the Fund Raising Administrator is to work in close collaboration with the Fund Raising and Events Executive;
- Identify possible contacts for donations and other support in kind.
- Support Fondazzjoni Sebh services in fund raising initiatives being undertaken;
- Support Fondazzjoni Sebh in promotional events initiatives being undertaken;
- Co-ordinate the engagement of a team of volunteers supporting Fundraising initiatives.

Administrative Tasks:

- Follow-up and co-ordinate donations;
- Keep record of all incoming donations;
- Keep record of all fund-raising initiatives and ensure that any legal fund-raising requirements are being adhered to;
- Oversee the proper storage of donations and organise and distribute donations in kind across the different services of the Foundation;
- Undertake administrative duties in connection with the post;
- Undertake any other other administrative duties related to other Central Office duties as directed by the Central Office Senior Manager or delegate.

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 Sebh and the Archdiocese of Malta are upheld across the organisation.
- Carry out duties in accordance with Fondazzjoni Sebh 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.
- Uphold and implement the policies and procedures of Fondazzjoni Sebh throughout all aspects of the work of the organization.

QUALIFICATIONS AND EXPERIENCE

Qualifications

A qualification in social care, or communications or public relations, or business administration or related discipline and 2 years experience preferably in these areas.



Fondazzjoni Sebh
 V01622 72/B Triq
 Villambrosa, Il-Hamrun, Malta
 +356 2247 0900 | info@sebh.mt
 www.sebh.mt

OR

5 years experience in fundraising or in the social care sector or related areas.

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;
- Efficient IT Skills, in particular use of word, excel, canva and/or other similar applications;
- Ability to generate donations (cash or in kind) in an efficient manner, using limited resources so as to ensure sustainability of fund raising initiatives;
- Confident in presentation skills;
- Creative;
- Ability to manage multiple initiatives, 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/2025/08 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

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.



Fondazzjoni Sebħ
V01622 72/B Triq
Villambrosa, Il-Hamrun, Malta
+356 2247 0900 | info@sebh.mt
www.sebh.mt