

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 Central Office Team and other services within Fondazzjoni Sebh 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 **Fundraising Responsibilities:**

- Coordinate and manage donation requests, ensuring timely follow-ups.
- Identify and engage potential sponsors and supporters for initiatives and projects.



- Assist in planning and executing regular fundraising events in collaboration with other team members.
- Support promotional activities and fundraising campaigns across Fondazzjoni Sebħ services.
- Coordinate and oversee volunteer involvement in fundraising initiatives.

Administrative Responsibilities:

- Maintain accurate records of donations and fundraising activities.
- Ensure compliance with all legal and regulatory fundraising requirements.
- Organize, store, and distribute in-kind donations across the Foundation's services.
- Perform general administrative duties as assigned by the Central Office Senior Manager.
- Uploading of posts on social media and support the management on social media related tasks

Other Responsibilities:

- Collaborate with Church organizations in Malta, Gozo, and the Archdiocese of Malta as required.
- Uphold and promote the values, policies, and procedures of Fondazzjoni Sebħ and the Archdiocese of Malta.
- Ensure compliance with legislative and regulatory requirements.
- Attend meetings, training sessions, supervision, and annual appraisals as required.

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.

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;



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- 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/2026/07 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.



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