

Organisation	Sabeel- Kairos. We are a small and energetic Christian human rights/ advocacy charity that promotes a just peace for Israel and Palestine.
Role Title	Membership Officer
Terms	9hrs a week Flexible working hours, option for term time working with reduced hours in the holiday periods, very occasional additional hours which will be agreed in advance ie Annual Conference.
Role Purpose	To ensure effective supporter and membership management and communication.
Pay	£10 /hour.
Reporting to	Chair of Sabeel-Kairos
Working with	Advocacy worker job share, Treasurer, Chair and other Trustees
Managing	Nil. Coordinating office and conference volunteers
Based	Oxford & Home Working
Budget Responsibility	Nil.
Role Profile	<ul style="list-style-type: none"> • Deal with enquiries about Sabeel-Kairos,(email phone messages and post). • Maintain and update data base and email list of members & supporters. • Process membership forms and financial contributions using MS Access, Word and Excel software. • Organise the distribution of postal mailings to members and the volunteers involved with this. • Maintain the filing/ membership record keeping system. • Ensure membership records are held in line with GDPR requirements. • With the Advocacy officers: <ul style="list-style-type: none"> keep members & supporters informed of events and activities via email. support Regional Groups and Sabeel-Kairos Communities. update website, Facebook and Twitter • Support the organisation before and on the day of the Annual Conference and AGM . • Carry out banking once a month. • With the Book keeper / Treasurer make Gift Aid claims. • Support fundraising initiatives through the supporter database. • Circulate Trustee papers 4* a year and take minutes at Trustee meetings.
Qualities and Key Skills	<ul style="list-style-type: none"> • In sympathy with the aims of Sabeel-Kairos. • A good listener and communicator. • Able to deal with matters of a sensitive nature and observe confidentiality.

	<ul style="list-style-type: none">• Able to work in partnership with other organisations.• Able to work independently as required.• Able to work as part of a team.• Organised and enthusiastic.• Flexible.
Experience and Knowledge	<ul style="list-style-type: none">• Computer literacy – experience of email (MS Outlook) and Microsoft Office software, website research, and social media• Experience of taking minutes and organising official papers• Website content management and use of social media• Experience of working within small teams, with volunteers and engaging with supporters• Experience of administration