



Rev. Dada Ishwar Balani
Our founder, guide & inspiration

CHARITY ADMINISTRATOR

Job Description and Person Specification Pack

Application Process:

To Apply

Please review the enclosed Job Description and person specification and submit your CV and a compelling cover letter outlining your suitability for the role to recruitment@sindhimandir.org.

Closing Date: 6pm on 31st August 2025. Shortlisted candidates will be interviewed in mid-September.

Find out more about us: www.holymission.org.uk

Holy Mission of Guru Nanak

Sindhi Community House 318 Cricklewood Broadway London NW2 6QD

☎ 020 8450 1341 ✉ support@sindhimandir.org

🌐 www.holymission.org.uk Charity No. 1151738 Company No. 08026761



Job Description

Job Title: Charity Administrator

Charity: Holy Mission of Guru Nanak (Sindhi Mandir)

Location: Sindhi Community House, Cricklewood, London NW2 6QD

Reporting To: Trustee Board (with a designated Trustee as a direct line manager)

Salary and Hours

This is a full-time role (35 hours per week), but we are open to discussing part-time hours (e.g., 0.8 FTE / 4 days a week) for the right candidate. Flexibility required for evening and weekend work, as required by the charity's events and activities. The full-time equivalent salary is in the range of £22,000 - £26,000 per annum (pro-rata for part-time hours), depending on skills and experience.

About Us

The Holy Mission of Guru Nanak, popularly known as Sindhi Mandir, is a well-established registered charity that has operated for over 30 years. Based at Sindhi Community House in Cricklewood, London, the Mission is a centre of service dedicated to promoting the Hindu faith and providing community facilities. This includes advancing the Hindu religion, particularly within the Sindhi community, through prayer meetings, lectures, public celebration of religious festivals, and distributing literature. The Mission also provides facilities for social welfare, recreation, and leisure activities for individuals, especially members of the Sindhi community. The Mission offers facilities for celebrations, and to mark rites of passage (including celebrations, births, marriages, bereavement support in the form of prayers, and remembrance events). The Mission is committed to preventing and relieving poverty and financial hardship in the UK, India and around the world and would like to develop further activities in this area.

About the Role

We seek to appoint a dedicated and proactive Charity Administrator to play a vital role in the day-to-day running of the Mission and the development and delivery of its strategic objectives. This is an exciting opportunity to contribute to a thriving community organisation and make a real difference to the lives of others. You will be working in a supportive environment where the Trustee Board will provide guidance and direction, and with the support of paid staff and a long-standing and loyal volunteer base.

Key Responsibilities

- **Charity Governance & Strategy:**
 - Support the Trustee Board in developing and implementing the charity's strategic plan.
 - Assist with the preparation of reports
 - and presentations for Trustee meetings.
 - Ensure compliance with relevant charity law, regulations, and best practices, including liaison with regulatory bodies as required.
- **Operational Management:**
 - Oversee the day-to-day operations of the Sindhi Community House, ensuring a welcoming and well-maintained environment.
 - Manage bookings for events and activities at the centre.
 - Supervise any future staff and contractors.
 - Manage correspondence and communication, including email, phone, and post.
 - Ensure the building's maintenance, safety, and security, including implementing and overseeing compliance with health and safety policies and processes.
- **Community Engagement & Promotion:**
 - Promote the Mission's activities through various channels, including email newsletters, social media, and community outreach.
 - Build and maintain strong relationships with members of the Sindhi community and other stakeholders.
 - Maintain database of contacts and manage communications to community members
- **Event Management:**
 - Plan, publicise, organise, and manage a variety of events, including religious festivals, cultural celebrations, community gatherings and remembrance events.
 - Coordinate logistics related to events, including bookings, catering, managing budgets, and overseeing setup and takedown.
- **Financial Administration:**
 - Manage the charity's finances, including handling petty cash, processing invoices, and assisting with budget preparation.
 - Liaise with the treasurer and ensure all financial records are accurately maintained.
- **Administration:**
 - Maintain the Mission's database of contacts and ensure its accuracy.
 - Manage general administrative tasks efficiently and effectively.
 - Provide administrative support to the Trustee Board.
- **Fundraising Support:**

- Assist the Trustee Board in identifying and pursuing fundraising opportunities.
 - Contribute to the development of grant applications and fundraising materials.
- Volunteer Coordination:
 - Recruit, train, and manage volunteers to support the Mission's activities and events.
 - Develop and maintain a volunteer database.
 - Organise volunteer rotas and ensure adequate volunteer coverage for events and activities.
 - Foster a positive and supportive environment for volunteers.

Person Specification

Essential:

- Education: Educated to degree level or equivalent.
- Experience:
 - Proven experience in an administrative or management role, preferably within the charity sector.
 - Experience in managing budgets and financial administration.
 - Experience in event management and organisation
 - Managing health and safety.
 - Experience in recruiting, training and coordinating volunteers.
 - Experience in ensuring regulatory compliance.
- Skills:
 - Excellent written and spoken communication skills.
 - Strong IT skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and social media platforms.
 - Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
 - Ability to work independently, using initiative and problem-solving skills.
 - Strong interpersonal skills, with the ability to build rapport and maintain positive relationships with a diverse range of people.
 - Knowledge of health and safety regulations and best practices.
- Other:
 - Commitment to the aims and objectives of the Holy Mission of Guru Nanak.
 - Willingness to work flexibly, including evenings and weekends.

Desirable:

- Knowledge & Experience:
 - Knowledge and understanding of the Hindu religion and Sindhi culture.
 - Personal, volunteer, or professional experience of working with or within the Hindu community.
 - Experience of fundraising in a charity environment.
- Skills:
 - Ability to communicate in Sindhi or other Indian languages.