



Job Description

Job Title: Charity Administrator

Reports to: Chair of the Board of Trustees

Location: UK

Job type: Permanent; Part-time (1 day per week – 7.5 hours)

Direct reports: Works closely with the Bookkeeper and volunteers

Key contacts: Board of Trustees, Bookkeeper, Donors, Supporters, and Partner Organisations in Brazil.

About Happy Child International

Founded in 1993 by Sarah de Carvalho after the tragic Candelaria massacre in Rio de Janeiro, HCI has been a voice of hope and compassion for over 32 years. Through partnerships with local church-based organisations, we work in some of the most disadvantaged communities in the Northeast State of Pernambuco, where over 1.5 million children live in extreme poverty.

Our focus is on creating lasting change by protecting children, strengthening families, ensuring access to education, and equipping young people with skills for a better future.

Since our founding, HCI has reached over 12,500 children and young people and provided more than £500,000 in grants to community-based projects.

Find out more at www.happychild.org.

Job overview

We are seeking a proactive and highly organised Charity Administrator who is passionate about making a difference in the lives of disadvantaged children and young people in Brazil. This role requires excellent communication skills, the ability to work independently, and flexibility to respond to issues as they arise. The successful candidate will be instrumental in ensuring effective donor and supporter care, strong partner relationships, and smooth day-to-day governance and administration of the charity.

Role and responsibilities

1. Donor and supporter care

- Oversee the giving of regular monthly donors.
- Ensure donors and supporters are thanked and kept informed about HCI's work through the website, social media and newsletters.
- Update supporter details and ensure accurate records on the database.

2. Board support and administration

- Provide administrative support to the Chair and Board, including setting agendas and circulating minutes.
- Maintain the charity's key records, including the risk register and governance documents.
- Work with the Bookkeeper and Treasurer to ensure up-to-date financial records and timely payments.

3. Managing partner relationships

- Ensure timely submission of annual project funding applications for partner funding renewal, using the correct templates.
- Maintain regular contact with partner organisations.
- Provide feedback on project progress reports.
- Support the development of partner capacity and capabilities
- There may be occasional opportunities to visit Brazil, depending on partner needs and funding availability.

4. Skills and competencies

- Strong administrative and organisational skills.
- Strong written and verbal communication skills.
- Good IT skills, including Microsoft Office and database management.
- Ability to use PowerPoint and present information clearly.
- Experience in business, administration, or working in a charity is desirable.

5. Commitment to HCI's values and mission

- Strong alignment with HCI's Christian ethos, values, and mission.
- A commitment to integrity, accountability, and servant leadership in all aspects of work.

6. Safeguarding

- Committed to abiding by HCI's Safeguarding Policy
- Ability to apply safeguarding best practice principles effectively into different aspects of the work.
- Willing to undergo a Disclosure and Barring Service (DBS) check before employment is confirmed.

7. Awareness of context and language skills

- Awareness of both Brazilian and UK contexts, especially in relation to charitable giving.
- Fluent in English (written and spoken); Portuguese language skills desirable but not essential.
- Able to work well cross-culturally.

8. International Travel

- Able and willing to travel for work, if the opportunity arises, for up to two weeks a year.

9. Salary

£36,288 per annum (full-time equivalent), which equates to £7,257.60 per year for one day (7.5 hours) per week.

There may be scope for this role to grow in hours and responsibilities over time, depending on future funding.

Candidates must have the right to live and work in the UK and will be asked to provide proof of eligibility.

10. How to Apply

Interested applicants should submit a CV and a tailored covering letter explaining their experience, motivation, and why they think they are suited for the role. Please email us by no later than November 2025. recruitment@happychild.org

Shortlisted candidates will be invited for interview in London the week starting 10 November 2025.