



For Afghan Women's  
Education

# Development Officer Recruitment Pack

## January 2022

### Our Mission and Values

The Rahela Trust's mission is to provide university and higher education scholarships, mentorship and access to local and global professional networks to young Afghan women from disadvantaged backgrounds who are committed to building a future where women are full participants and leaders in society.

By growing a community of educated young women committed to improving the lives of women in Afghanistan, the Rahela Trust envisages a society that respects the rights of women to engage fully in the social, political and economic life of Afghanistan.

**The Rahela Trust**  
A Charitable Incorporated Organisation formerly known as The Farkhunda Trust  
Charity Number: 1165763  
Registered Office: 28 Burns Close, Welling, DA16 3NJ, UK  
General enquiries: [info@rahelatrust.org](mailto:info@rahelatrust.org)



[www.rahelatrust.org](http://www.rahelatrust.org)



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## ADVERT

### RAHELA TRUST IS HIRING!

**Passionate about women's education? Looking for work that has immediate, positive impact? Want to be part of an innovative and ambitious charity at a pivotal moment in its evolution? We need a part-time Development Officer to strengthen *The Rahela Trust for Afghan Women's Education*.**

We're a small UK Charity with big ambitions. Set up in 2016 by world-renowned women's rights activist Rahela Sidiqi, we're on a mission to transform the face of sustainable development.

By empowering and connecting young, disadvantaged women through higher education scholarships in Afghanistan, we're building powerful networks to transform society in one of the most challenging places on earth. Afghanistan is again in the news for all the wrong reasons, but the Rahela Trust has form in facing these challenges, resolve in moving forward, and plans to scale up our work.

We're looking for someone who's excited by our mission and has skills to get the Trust fit for the future. You could be an experienced professional, scaling back from full-time work and looking for a change of direction, or seeking a first step on the charities / development career ladder. If you're well organised and quick to learn, we want to hear from you!

We can't pay much, but do offer great flexibility, a dynamic team, and the chance to pioneer a new way of 'doing' development while making real and immediate change in the lives of young women, their families, and their communities.

**For further details, download the recruitment pack here: <https://www.rahelatrust.org/>**

**Closing date:** Monday 7<sup>th</sup> February

**Interviews:** 17<sup>th</sup> February

**Dear Candidate**

## **Could you be our new Development Officer?**

Thank you for your interest in the Rahela Trust.

### **About Us:**

The Rahela Trust, a UK registered charity, provides university scholarships, mentorship and access to local and global professional networks to young Afghan women from disadvantaged backgrounds who are committed to building a future where women are full participants and leaders in society.

Our income is growing, with support from the diaspora and British allies and we've developed a 5-year strategic plan to strengthen and grow the organisation. Formerly known as the Farkhunda Trust, the Rahela Trust has supported 35 scholars in its first 5 years, 10 of whom have now graduated. More information on the Trust can be found here: [www.rahelatrust.org](http://www.rahelatrust.org)

With the Taliban takeover, we're in regular contact with current scholars and alumni, and have decided to pause new scholarships this year. We're focussing on strengthening the organisation, building our engagement with the wider diaspora and exploring creative new ideas for the future of Afghan women's education. We've secured funding from the the UK National Lottery and the Jalal Agha Foundation for this post and we particularly welcome applications from members of the Afghan diaspora community. This is an important time to join us as our first formal employee.

### **About you:**

You'll be working closely with our Founding Director and renowned women's rights activist Rahela Sidiqi and other volunteers. You'll bring ideas to shape our strategy and skills to help us grow. Excellent organisational skills and written English are a must. Some knowledge of how to run a charity is needed. Fundraising skills would be a huge bonus and Pashto, Dari and/or Arabic language skills are useful, but not essential.

You are a motivated self-starter, comfortable working in a dynamic environment. You're able to juggle multiple priorities and remain calm under pressure.

This post will be ideal for someone with a commitment to girls' education and an understanding of the complex situation in Afghanistan. You may be a recent graduate seeking a foot on the development or charities career ladder or mid-career, looking for more flexibility. Or perhaps you're approaching retirement but still have more to give. In any case, you're keen to learn, and we'll encourage your personal and professional development.

**You must have the legal right to work in the UK.**

We look forward to receiving your application!

**Best wishes**

***The Rahela Trust Team***

## JOB DESCRIPTION

As the Rahela Trust's first paid employee you'll support the organisation's resilience and growth, enabling our inspirational founder to focus on external relationships.

- **Location:** Working from home / remote, with some UK travel.
- **Responsible to:** The Director
- **Works with:** Volunteers, including Bookkeeper, Finance and Media volunteers (each 1 day/week) and others.
- **Hours:** 3 day a week, flexible working, hours to be agreed
- **Length and nature of contract:** 12-month contract initially, with prospects of a permanent post subject to funding. Contract can be offered on a flexible basis (e.g. freelance)
- **Salary:** Equivalent to £25k pro rata for 3 days a week (£15,000pa)

### Responsibilities:

#### Strategy Development

- Support implementation of the 2021-24 strategic plan and contribute to its development.
- Lead on producing annual plans and budgets for the Trust.
- Contribute to new projects and ideas.

#### Communications

- With the Director and Media volunteer, raise the profile of the Trust with the Afghan community and their British allies.
- Support the media volunteer by providing web and social media content.
- Support the Director in managing speaking engagements, occasionally deputising for her.
- Manage regular supporter communications, including maintaining databases.

#### Management and Administration:

- With the Director and Trustees, review, improve and implement policies and systems to ensure the Trust complies with regulatory requirements (Charity Commission, Data Protection, Safeguarding, Health and Safety, Fundraising Regulator).
- Maintain administrative records and systems for the smooth running of the charity.
- Support the Director in preparing funding applications and reports to donors and the Charity Commission.
- Organising meetings and events with volunteers (Trustee meetings, Annual Conference and Lecture, other supporter events)

#### Other Requirements:

- Other duties as required from time to time
- Some evening and weekend working will be required for which time-off-in-lieu will be offered.

## PERSON SPECIFICATION

### Essential:

1. Excellent written and verbal communication skills in English.
2. Exceptionally well organised, with an eye for detail, and self-motivated.
3. Experience of working at a community group, charity or other non-profit organisation.
4. Knowledge of UK charity administration requirements.
5. Financially literate and able to draft and monitor budgets.
6. Ability to write persuasive content to encourage support.
7. High standard of computer literacy (Microsoft Word, Outlook, Excel, PowerPoint, Zoom, Databases).
8. Effective at working in a dynamic environment, with an inspirational Director and with volunteers.
9. Commitment to the values and vision of RT.
10. Understanding of the complexities of working in Afghanistan.
11. Legally able to work in the UK.

### Desirable:

1. Pashto, Dari and/or Arabic language skills
2. Up-to-date understanding of issues affecting women and education in a development or conflict situation.
3. Competence using social media platforms
4. The Trust particularly welcomes applications from members of the Afghan diaspora community.
5. Experience of managing volunteers.

## HOW TO APPLY:

Please send your full CV and a supporting statement (max 2 pages) to: [recruitment@rahelatrust.org](mailto:recruitment@rahelatrust.org) by **9am Monday 7<sup>th</sup> February**.

In your statement, please describe:

1. your motivation for the role,
2. how you match the person specification and
3. your availability for interview.

Interviews will be held by Zoom on **Thursday 17<sup>th</sup> February**, and we hope the successful candidate will be able to start as soon as possible after that.