



African Child Trust

Registered Charity No. 1158266

Job Title: Executive Management Assistant
Working For: African Child Trust
Location: London
Salary: £24,000 - £27,000 subject to experience
Contract: Permanent

Job Details

About African Child Trust (ACT)

ACT is a growing international development charity with a Christian ethos, dedicated to educating disadvantaged children and empowering widows in Africa. Since 1998, we've supported children from primary school through to university and equipped widows with income-generating skills to sustain their families. Working with our local partners, we implement projects in education, livelihoods, sanitation, and health across eight African countries: Burkina Faso, DR Congo, Kenya, Malawi, Nigeria, Tanzania, Uganda, and Zambia.

Executive Management Assistant Role

We are in an exciting phase of growth and expanding both our impact and reach to more children and women in Africa. Earlier this year in April we advertised and successfully recruited for the position of Executive Management Assistant (EMA). With the role holder already well settled into the position, we have identified a need for a second EMA. For this second position, we are again seeking a motivated, organised individual to join our team in a different role. In this new position, you will work directly with the Director in making grant funding applications. In this role, you will carry out research into grant funders, identifying those that the charity qualifies to apply. You will maintain an accurate log to ensure applications are submitted well in advance of deadlines. In addition to grant funding, the position holder will also support our core annual fundraising activity events, and will engage new and existing schools, and churches to support our work. You will maintain accurate CRM records, and ensure timely, high-quality communication with new and existing stakeholders.

This role offers the opportunity to develop grant funding knowledge, gain international development experience, practical skills, and access internal training.

Key Responsibilities:

- Research grant funders and prepare schedules of grant applications and grant reports.
- Plan, organise, and implement our core annual fundraising activity events.
- Engage new and existing schools and churches to support our work, utilising our CRM management tool.
- Assist with social media activities and content creation

Faith & Ethos Requirement

This role is covered by a genuine occupational requirement. Applicants must demonstrate sympathy with and support for ACT's Christian faith and ethos.

Closing Date: 15 August 2025

Interview Details

Interviews will take place in the first week of September 2025

Application Details

Email your CV and a supporting statement to: office@africanchildtrust.org.uk by 15 August 2025, detailing your suitability for the role and relevant experience. Interviews will be scheduled with shortlisted candidates.

Visit our website at www.africanchildtrust.org.uk/careers/ for a detailed job description.

CV Policy:

We recruit based on suitability for the role. All CVs with a covering letter received before the deadline will be considered and stored in line with our Data Retention Policy (GDPR-compliant).