

**LEEDS REFUGEE FORUM**

# Job Description: Lending scheme project assistant

##

**Hours: 16 hours per week**

**Salary: £8,494.00 per year (SCP 6, £19,698 pro rata)**

**Job location: One Community Centre, Cromwell Street, Leeds, LS9 7SG**

**Responsible to: Project manager**

**Period of contract:** **One-year fixed term**

## PURPOSE OF THE POST

We seek to appoint a motivated individual to provide administrative, delivery of training sessions and interpreting support as a Project Assistant on a Tech Lending Community project for residents, mostly refugees and asylum seekers, of Temporary Accommodations in Leeds. This role will respond directly to the Project Manager, covering administrative support for the project, but also face-to-face & drop-in sessions within our office and some travel to deliver digital skills sessions for Temporary Accommodations staff, volunteers and beneficiaries around Leeds.

## DUTIES AND RESPONSIBILITIES

The successful applicant will

* Through maintaining good working relationships with partners, gather and share information about activities and to maintain major milestones.
* Use IT to keep information accessible, trackable and up to date e.g. making a data base of the volunteers - their skills, availability, supervision, training etc
* Provide information, advice and guidance to service users.
* Maintain accurate project documentation that complies with LRF’s service standards, collecting data, organising and managing databases
* Contribute to the planning, monitoring and evaluation of LRF’s service delivery across the project.
* Actively promote equality and diversity in line with LRF’s equal opportunities policy
* Carry out any other duties that LRF’s the project officer and the Director may require from time to time
* Providing effective support for the project's every day running, including IT support.
* Assist in preparing documents such as presentations, assessment and feedback forms, team meeting notes and reports.
* Maintain and support adequate file storage and data management system in line with project requirements and data protection.
* Communicate effectively between the LRF (hub), TA staff, volunteers, and beneficiaries.
* Assist in organising team meetings, either online or in-person, including arranging links and invitations.

## General

1. To participate in individual supervision, training and appraisal as agreed with the Director.
2. To work as a team member, and contribute to the general activities and development of LRF.
3. To attend trustees’ meetings when requested.
4. To carry out all the above in accordance with the values of LRF, in particular with policies on confidentiality, equal opportunities and impartiality.
5. Carry out all work in accordance with LRF’s Health and Safety, Child Protection and Vulnerable Adult policies

**PERSON SPECIFICATION**

# Requirements Essential/Desirable

### *Qualifications / Experience / Knowledge*

Excellent written and verbal communication skills. Essential

Experience of PR and marketing and using social media to

create marketing campaigns and communications for a range

of target audiences. Essential

Strong organisational and problem-solving skills and the ability

to prioritise and meet tight deadlines. Essential

Ability to work confidently on own initiative, to produce accurate

 work, seeking advice and guidance where required. Essential

Understanding of data protection and confidentiality Essential

Experience and/or understanding of issues facing asylum seekers

and refugees Essential

Experience of voluntary/community organizations Desirable

Experience of using social media tools Essential

#### Skills

Ability to implement and maintain effective IT systems Essential

Ability to work and communicate with a wide range of people

(including people for whom English is a second language) Essential

A good standard of written and spoken English Essential

Ability to organize own workload Essential

Database processing to an acceptable standard Essential

#### Personal Qualities

Commitment to the aims and values of Leeds Refugee Forum Essential

Empathy with asylum seekers and refugees Essential

Willingness to develop skills and knowledge and take part in

appropriate training Essential

Willingness to work flexible hours Desirable