

**LEEDS REFUGEE FORUM**

# Job Description: Administrator

## 

**Hours: 16 hours per week**

**Salary: £9501.44, per year (NJC 2 scale 1, £22,366 pro rata)**

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

**Responsible to: Chief Executive**

## PURPOSE OF THE POST

To provide administrative support to Leeds Refugee Forum (LRF), and in particular to the Chief Executive.

## DUTIES AND RESPONSIBILITIES

**Administration**

1. To assist with the management of the LRF office, carrying out appropriate administrative tasks (e.g. word processing, filing, record keeping) as requested by the Chief Executive, and ensuring that good office procedures are in place.

2. To assist with the management of One Community Centre, ensuring that users have access to the building.

3. To answer incoming phone calls and emails (info), receive visitors to One Community Centre, and respond to enquiries and/or provide signposting when appropriate.

4. To assist with the maintenance of databases (including contact lists and email lists), for example of members, volunteers, Refugee Community Organisations (RCOs), users of One Community Centre, partner organisations and other agencies.

5. To assist with the maintenance and collating of information relating to actual and potential funders, including information required to meet funders’ monitoring and evaluation requirements.

6. To assist with the procurement of services and supplies for LRF and One Community Centre.

8. To assist with maintaining a tidy, organised office working area.

9. To assist with producing, reviewing and updating documents, policies, procedures and guidelines, and updating staff as appropriate.

10. To assist with ensuring health and safety measures, and any relevant legislation, are followed and that equipment (such as first aid kits) is maintained.

11. To assist with the induction and training of volunteers and new staff, as requested by the Director.

12. To assist with ensuring data protection, safeguarding and other legally required measures are in place and followed.

## 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 follow LRF’s health and safety guidelines.
5. To carry out all the above in accordance with the values of LRF, in particular with policies on confidentiality, equal opportunities and impartiality.

*The post holder may be asked to re-organise his/her work in order to respond to changes in the needs of the organisation. This would be done in ways consistent with the purposes of the post and in consultation with the post-holder.*

**PERSON SPECIFICATION**

# Requirements Essential/Desirable

### *Qualifications / Experience / Knowledge*

Experience of office administration, systems and equipment Essential

Experience of bookkeeping (including Quickbooks) or willingness

and ability to learn this skill Essential

Understanding of data protection and confidentiality Essential

Experience and/or understanding of issues facing asylum seekers

and refugees Essential

Experience of voluntary/community organisations Desirable

Experience of using social media tools Desirable

#### Skills

Ability to implement and maintain effective administrative 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 organise own workload Essential

Word 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