



The Sanctuary - Job Description

Title : Administrative officer, The Sanctuary

Based at : The Gap Centre, 42 Stow Hill, Newport.

Hours : 1 day a week or two consecutive half days (7 hours: 9.30am-12.30pm, 1pm- 5pm)
preferably on a Tuesday, Wednesday or Thursday

Length of contract : 18 months, with the possibility of extension subject to external funders

Commencing : 1st Sept 2019, or as soon as possible after that

Salary : £ 10.50 p/h X 7 hours a week (£ 3,822 p.a)

Project aims :

- To restore a sense of community and belonging to refugees in Newport through promoting the Sanctuary project aims :
- Supporting refugees and asylum seekers to access mainstream services
- Develop and utilize the skills of refugees and asylum seekers through volunteering
- Promote social inclusion and emotional well being through social activities and developing the English language skills of refugees and asylum seekers

Organisational context :

The Sanctuary project seeks to engage with asylum seekers and refugees in Newport. It aims to be a resource and to provide support for asylum seekers and refugees to successfully rebuild their lives in Newport. It is committed to social, individual and community transformation.

Key duties and responsibilities :

To provide administrative support to the staff and volunteers at The Sanctuary.

1. To process financial expenditure
2. To make bookings for trips and visits,
3. To make payments to regular sessional staff and confirm booking of creche
4. To order general stock, eg toilet rolls, soap, tea, coffee etc.
5. Complete weekly food hygiene paperwork
6. To provide any other administrative support as required by project staff
7. To collate information for reporting
8. Process staff salaries and tax etc.

To fulfil these duties, the postholder will need :

To liaise with a range of external agencies

Ensure that the project is open, welcoming and accessible to all refugees and asylum seekers of all faiths and none.

To produce any necessary monitoring and evaluation as required by the external funder.

To attend any appropriate training and develop relevant knowledge and skills

Person specification / key competencies :

As the role involves working with vulnerable adults and children, the post is subject to an enhanced DBS disclosure

Attributes	Essential	Desirable
Knowledge & Skills	Good communication skills Confident verbally – on telephone and face to face Ability to manage own workload and work efficiently Good administration skills Good IT skills including MS Office and email Good numeracy skills	Excellent communication skills Excellent administrative skills Excellent IT skills including MS office and Email Knowledge of accounting processes Knowledge of food hygiene expectations Basic knowledge of issues relating to asylum seekers and refugees
Experience	Experience of office based administration	Experience of processing financial transactions Experience of using Xero or other software Experience of volunteering / working for a small Third sector organisation
Education / Qualifications	Good spoken and written English GCSE Maths and English grade C or above (or equivalent)	Excellent spoken and written English Accounts qualification

Applications

Applications by CV and covering letter should be emailed to: admin@thegap.wales not later than Friday 2nd August

Please state your experience, qualifications and suitability for the job

For an informal discussion about the post, please ring Mark Seymour on 07503 079316