

RESTORE

Job Description

Job title:	<i>Administrative Assistant (part-time post)</i>
Salary:	Based on NJC spinal point 6 (£19,698 pro rata from 1 April 2020)
Hours:	15 hours per week, flexible
Location:	Restore office, c/o The Jericho Foundation, 196-198 Edward Road, Balsall Heath, Birmingham, B12 9LX. (The Restore staff team is currently working remotely from home, and this post holder also needs the facility to work from home, during the pandemic.)
Employed by:	Birmingham Churches Together (Charity number 243931)
Responsible to:	Restore Manager
Main purpose:	To enable Restore to work towards our vision of a society into which all refugees and asylum seekers are welcomed, valued and integrated. This will be achieved through providing excellent administrative skills including a wide range of software and communications technology skills that support Restore staff and develop and maintain systems. This will facilitate and enhance the efficient running of the project thereby enabling the delivery of Restore's vision through building relationships and equipping for integration, motivating for action and working for change.

Duties and responsibilities:

- To assist the Restore Manager and Befriending staff team with administrative work, and to develop systems
- To use a wide range of software and communications technology skills including MailChimp, Survey Monkey, Canva, PowerPoint, Publisher, Zoom.
- To work positively, professionally and co-operatively alongside Restore staff and to communicate positively, politely and professionally with volunteers, service users, enquirers and other organisations
- To deal with enquiries re. Restore's training and administer the volunteer recruitment processes: sending application forms, requesting references, logging information relating to interviews, DBS and sending out review forms to volunteer befrienders and logging responses.
- To support Restore in its data collection, data collation and data compliance, to keep database records up-to-date and compile statistical information.
- To develop Restore's social media presence promoting Restore's own work, highlighting campaigns and refugee issues and supporting the work of the wider sector.
- To assist with sourcing and sending out signposting information to service users and volunteers.
- To support external communications and assist in preparing electronic mailings and the Annual Report.
- To assist with fundraising research, information for funding applications and end of grant reports and thanking individual donors.
- To assist with updating the Restore website.
- To participate in some of Restore's public meetings, e.g. Annual Celebration.

- To participate in some Restore staff team meetings
- To order stationery supplies and liaise with service providers e.g email, Jericho etc
- To assist with petty cash.
- To organise Restore's small food store.
- To abide by Birmingham Churches Together policies and procedures
- To undertake other duties consistent with the purpose and nature of the post.

Terms of employment:

These include a normal working week of 15 hours. Normal working hours to be agreed with manager e.g. could be 5 hours a day for 3 days. There is provision for time to be taken off in lieu where hours very occasionally are requested to be worked in the evening or at weekends (e.g Annual Celebration, Pray24Brum event).

Full-time holiday entitlement is 26 days per annum (including the 3 days between Christmas and New Year) plus statutory bank holidays. Annual leave will be calculated pro rata.

Restore offers a contributory pension scheme.

To work within the policies and procedures set for all employees by Birmingham Churches Together

The post is subject to a 6-month probationary period.

The post holder would need to be willing to have a basic DBS check

.....

RESTORE Person Specification

Job title: *Administrative Assistant*

The successful candidate must enjoy administration, software and communications technology and supporting others and want to work for Restore.

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> GCSEs in English and Maths and preferably educated to degree level or have relevant admin qualifications and training 	
Skills and Abilities	<ul style="list-style-type: none"> Team player Excellent communication skills - verbal and written and good telephone manner Excellent organisational and administrative skills Methodical, attention to detail and ability to follow instructions 	<ul style="list-style-type: none"> Ability to work on own initiative Ability to work under pressure
Experience	<ul style="list-style-type: none"> Experience of providing administrative support and contributing to a collaborative team. Experience of handling a variety of enquiries and tasks, multi-tasking and prioritising tasks Experience of maintaining and developing office administrative systems 	<ul style="list-style-type: none"> Paid or unpaid experience in a voluntary sector organisation and/or church-based organisation Ability to work from home, if/when necessary Experience in a small team
Knowledge and Understanding	<ul style="list-style-type: none"> Significant knowledge of and confidence in using a wide range of I.T. systems, software and communications technology including Word, Excel, Access, PowerPoint, Publisher, MailChimp, Facebook, Twitter, Instagram, Survey Monkey, Canva, Zoom, websites <i>or have similar transferable skills</i> Ability to produce accurate work to a specified deadline 	<ul style="list-style-type: none"> Knowledge of refugee and asylum issues
Personal Attitudes and Values	<ul style="list-style-type: none"> Empathy, flexibility and confidentiality Sympathetic to the Christian principles of Restore Desire to work for Restore Values justice, dignity and respect Works within organisational boundaries Positive approach to work Commitment to equal opportunities Willingness to ask for support from manager and give help to colleagues Willingness to learn and undertake appropriate training 	<ul style="list-style-type: none"> Compassion Self-starter