**SHARe Knowsley PART-TIME BUSINESS ADMINISTRATOR**

**Position title:** Part time Administrator

**Reports to:** Manager

**Location:** Old School House Community Project, Huyton

**Hours of work:** 15 hours per week (3 hours per day - with the potential for hours to increase)

**Salary:** £20,100 pro rata

**Holidays**: Statutory minimum of 5.6 weeks, pro rata (additional time can be offered at Trustees discretion)

**Terms of employment:** 3-year fixed term contract (with a 3-month probationary period).

The appointee will be required to undertake an enhanced DBS check as part of our commitment to safeguard and protect the welfare of all our service users.

**Application process & closing date:** All applicants need to submit their CV with a covering letter outlining their suitability for the role. It is important to relate this to the criteria provided in the Person Specification below.

Applications should be emailed to Margaret Roche, the manager, no later than 15th September 2020: [**margaret.roche@shareknowsley.org.uk**](mailto:margaret.roche@shareknowsley.org.uk)

Please ensure that you provide the details of two referees.

As part of the recruitment and selection process, if you are offered the post, we will take up the two references.

**About SHARe Knowsley**

SHARe Knowsley is a local grass roots charity that serves a growing number of asylum seekers and refugees living in Knowsley. Not only is the name SHARe an acronym for Supporting and Helping Asylum seekers and Refugees, but it also sums up our philosophy in wanting to share our lives with whoever we meet, wherever they come from, whatever their story, irrespective of language, colour, race, faith and gender, treating everyone we meet with dignity, love, care and respect. This applies as much to the team as it does to our service users. A small number of paid staff supported by committed volunteers make up our dedicated and hardworking team who love to ‘make a difference.’

At SHARe Knowsley, we look for the right people who not only have the necessary skills we need, but who also feel passionate about being a part of our growing team that provides support to help those seeking safety to rebuild their lives. We are looking for a part-time administrator who will bring administrative excellence to the running of our organisation and will adopt and help develop our administration systems in preparation for further growth.

In accordance with our Equality, Diversity, and Inclusion policy, we are committed to improving the diversity of our workforce to better reflect the communities we serve. We welcome applications from everyone and work to promote an inclusive, supportive culture that values and celebrates our differences.

**Job summary:**

* To provide key administrative support, ensuring the effective running of the charity.
* To support the team of staff and volunteers to carry out their roles effectively.
* To ensure that basic financial functions such as invoices, donations, record keeping and managing petty cash are kept up to date.

**Main duties and responsibilities:**

* Assist with finance record keeping, ensuring invoices and payment records are up to date
* Manage petty cash and keep accurate records.
* Manage donations and Gift Aid claims with donors and HMRC
* Conduct and manage DBS checks with our external provider, maintaining and updating the DBS register for staff and volunteers
* Assist with HR administration for recruitment, record keeping, volunteer and staff training, holiday records and updates.
* Respond to and manage incoming enquiries, referrals and donors
* Communications - Execute email marketing campaigns and communications with stakeholders, other agencies, and donors.
* Support with the improvement of systems and processes
* Photocopy and file appropriate documents as needed
* Help maintain and keep our databases and Client Record Management system accurate and up to date, uploading relevant documentation where appropriate.
* To assist in other areas of the work of Share Knowsley, as and when needed
* Be committed to, and work in accordance with SHARe Knowsley’s values, as well as adhering to all organisational policies and procedures.

**Person Specification**

It is of the utmost importance that **all** our staff are empathetic about the situation and difficulties facing refugees, people seeking asylum & vulnerable migrants.

For this role, we are looking for a person who can demonstrate some or all the following experience and skills. Please provide a concise account of your work experience and skills that evidence these areas in your covering letter when you apply.

Experience of:

* Working in an administrative or operational environment.
* Working with financial systems and completing financial administrative tasks
* Dealing with confidential information
* Producing high quality documentation for a range of audiences
* Making suggestions and improving systems and processes

**Skills & Attributes**

* Strong administrative and good organisational skills, with a keen eye for detail.
* Competent use of IT programs, including Microsoft Office Suite.
* Excellent spoken and written English.
* Confident and clear telephone manner with the ability to communicate with a wide range of people at all levels.
* Ability to build and maintain effective working relationships, both internally and externally
* Good customer service skills with individuals at all levels
* Ability to work independently and without supervision.
* Ability to use initiative, prioritise and manage workloads, working to tight deadlines and operating calmly and professionally.
* High standards of professionalism, discretion, and confidentiality.
* The ability to self-motivate and keen to develop skills by attending relevant training.