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**JOB DESCRIPTION**

Job Title: Homes for Ukraine Team Administrator

Responsible to: Homes for Ukraine Team Leader

Location: Home based

Salary: £27,852 per annum (full-time equivalent), NJC Scale Point 19

Hours: Part-time, 14 hours/ week (days/times to be negotiated)

Holidays: 25 days plus Bank holidays pro rata

Contract: Fixed term, until 3rd May 2023, (an extended contract may be

available depending on future funding)

Pension: 3VA will match contributions of up to 6% of annual salary towards a mutually agreed pension scheme.

Purpose: To be a part of the Homes for Ukraine Development Team and provide excellent administrative support for the HfU grant fund and other HfU activities.

**KEY RESPONSIBILITIES**

**Grant Administration**

* To support the Homes for Ukraine (HfU) team to promote and deliver the HfU Community grant fund and Lewes District Ukraine Relief Fund
* To engage with community groups and promote grants
* To promote grants on website, social media platforms and via other communication methods
* To respond to initial grant enquiries from voluntary and community groups and advise them on the grant process and criteria
* To administer grant application and monitoring forms
* To maintain grant database
* To provide excellent customer service to grant applicants
* To contribute to excellent working relationships with grant applications, East Sussex County Council (ESCC), trustees and other organisations.

**Monitoring and Reporting**

* To assist the wider team with monitoring grant applications and activities
* To assist with data reports from grant database and grant application activities
* To produce regular monitoring statistical figures and reports about the work of HfU for inclusion in 3VA’s monitoring reports.

**Communications**

* To assist with gathering and communicating HfU related information to local groups, ESCC, district and borough councils.
* To create and use templates to produce leaflets, posters, documents, questionnaires, dashboards and reports as required for HfU related activities.
* To create and upload events onto the 3VA website, calendar and social media platforms.
* To assist with the writing and distribution of 3VA news alerts and quarterly magazine.

**HfU administration**

* To respond to general HfU enquiries from hosts, Ukrainian guests, community groups, ESCC, local borough and district councils and others
* To assist in organising all HfU activities such as workshops, presentations and events
* To organise and take minutes for HfU related meetings when necessary

**Support services for HfU hosts and guests**

* To provide support to the HfU Team with visiting Ukrainian community hubs and assisting with communications (as required) with group organisers and guests.
* To assist and accompany (as required) the HfU Team with ‘home visits’ and rehoming casework.

**GENERAL TASKS**

* To work collaboratively as part of the 3VA staff team towards the aims and objectives of the organisation as a whole and assist with general office duties in the absence of other members of staff.
* To ensure that records are kept as part of 3VA’s overall monitoring and self-evaluation procedures and to ensure that activities are consistent with quality standards and policies agreed by 3VA.
* To attend and participate in 3VA meetings as required e.g. team meetings, supervision sessions, and to produce written reports when required.
* To keep up to date with relevant legislation and policies and procedures which are relevant to the sector and to the post holder.
* Act in accordance with 3VA’s Equal Opportunities Policy and assist in its implementation.
* To undertake any other duties that might reasonably be required which are in line with the post.
* To occasionally attend (in person) local Ukrainian hubs or other HfU events and staff meetings with the rest of the team.

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Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.

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**PERSON SPECIFICATION**

**EDUCATION/QUALIFICATIONS**

***Essential***

* Good level of written and spoken English

**EXPERIENCE**

***Essential***

* Previous administrative experience
* Previous experience of organising events
* Previous experience of using Microsoft Office, email, internet and the ability to quickly learn to use new software.

***Desirable***

* Fluency (speaking and writing) in Ukrainian.
* Previous database experience would be beneficial but not essential.
* Previous involvement in the voluntary and community or refugee sector
* Previous experience of taking notes/ minutes at meetings
* Previous experience of using online software for questionnaires and newsletters etc.

**KNOWLEDGE & UNDERSTANDING**

***Essential***

* A commitment to the principles of equal opportunities.
* An understanding of the importance of confidentiality and data protection.
* A commitment to maintaining an empowering style and attitude in community development.

***Desirable***

* Experience of working with voluntary groups or with refugees / asylum seekers (including lived experience)

**SKILLS & ABILITIES**

***Essential***

* Excellent administrative and organisational skills, including time management and record keeping.
* Proficient in the use of Excel, Word, Publisher and PowerPoint.
* Ability to work under pressure and to tight deadlines
* Ability to work to and contribute to an agreed work programme
* Excellent communication skills.
* Excellent attention to detail.
* The ability to work flexibly and co-operatively as part of a team, and to work on own initiative.

Last updated: Jan 2023