**Job Title:** Project Administration Support – Full-Time Fixed Term (6 months with possibility to extend) Job Start Scheme T&C apply.

**Job purpose:** To provide support in assisting the Refugee Housing and Support Worker with the day-to-day administrative tasks, ensuring the smooth operation of the Refugee Housing and Support Project.

**Salary:** NJC Scale 2 Point 3 £ £22,737

**Location:** Belfast

**Closing date:** 12noon on Thursday, 7th March

**Hours:** 37 hours per week working flexibly between 8am and 6pm Monday to Friday

Staff are expected to work from the office base but may work certain days from home.

We are looking for an enthusiastic, well-organised person with excellent communication and administration skills. You will be joining a welcoming and supportive team. This Job Description describes the typical duties and responsibilities needed to support the administrative core of the Refugee Housing and Support Project. Training will be given.

**General Administrative Support:**

* Assist in daily office tasks such as answering phones, managing emails, and coordinating appointments.
* Maintain organised filing systems for both electronic and hard-copy documents.
* Handle incoming and outgoing correspondence.
* Gaining a basic understanding of the Asylum Seeker process
* Undertaking various accredited training/courses relevant to the job role.
* Following up liaison arrangements with stakeholder organisations
* Collecting data and maintaining good records

**Data Entry and Record Keeping:**

* Input and update data in databases, spreadsheets, and other systems.
* Maintain accurate and up-to-date records of various office activities.

**Communication:**

* Interact professionally with clients and internal team members.
* Communicate with Asylum Seeker and Leave to Remain single people and families
* Draft and proofread emails, memos, and other written communications.

**Office Coordination:**

* Manage office supplies, ensuring sufficient stock levels.
* Coordinate meetings and events, including scheduling, logistics, and preparation of materials.

**Travel Arrangements:**

* Assist in making travel arrangements for team members, including booking venues for meetings.

**Job Start Scheme T&C**

To be eligible to apply for the JobStart Scheme you must:

* be aged 16-24 years old
* be at risk of long-term unemployment or struggling to get employment
* be currently unemployed
* have a National Insurance number and the right to work in Northern Ireland

**More information**

If you receive [Universal Credit](https://www.nidirect.gov.uk/campaigns/universal-credit), [Jobseeker’s Allowance](https://www.nidirect.gov.uk/articles/jobseekers-allowance), [Employment and Support Allowance](https://www.nidirect.gov.uk/articles/employment-and-support-allowance) or [Income Support](https://www.nidirect.gov.uk/articles/income-support), contact a Work Coach on 0300 200 7807 or visit your local Jobs & Benefit’s office.

If you are unemployed and not receiving benefits contact the JobStart & Work Experience Programme Branch within the Department for Communities on [jobstart.scheme@communities-ni.gov.uk](mailto:jobstart.scheme@communities-ni.gov.uk) or 028 90726788 to find out more.

You will not be eligible to apply for the JobStart Scheme if:

* you are planning to take up an apprenticeship or enter education or further education in the future
* you are awaiting the outcome of a job interview
* your parent or guardian is receiving Child Benefit on your behalf
* you have already reached 25 years of age

**Any other duties**.

The duties and responsibilities will vary from time to time. New requirements may emerge but will be similar in character to this list. Depending on the circumstances, some essential tasks will be prioritised over other tasks.

**Person Specification**

**Job Title: Project Administration Support**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications:** | * 5 GCSEs including Maths and English (or equivalent) |  | Proof of Qualification |
| **Knowledge and Experience:** |  | * Experience of working or volunteering in an admin role in an office environment within the last 2 years. | Application Form and Interview |
| **Skills and Abilities:** | * Computer literate with working knowledge of MS Office to include Word, Outlook, PowerPoint, Excel, and social media * Flexible and positive approach. Able to prioritise and complete tasks within tight deadlines. * A willingness and desire to learn new skills, welcome supervision and advice. |  | Application Form and Interview |
| **Interpersonal Skills and Additional Requirements** | * be aged 18-24 years old * be at risk of long-term unemployment or struggling to get employment * be currently unemployed * have a National Insurance number and the right to work in Northern Ireland * Good team player. * Self-motivated with the ability to use own initiative. |  | Application Form and Interview |