

Job Title: Administration Assistant

Location: PYF HQ, Coventry

Salary Band: £18,919 - £19,719 (pro rata)

(Actual salary: £9,459 - £9,859 based on 20 hours)

Hours of Work: 20 hours per week Monday-Friday between 12pm-6pm

Fixed Term Contract to 31/12/22

Job Purpose:

To work as part of a busy team to ensure the provision of efficient and effective administrative support for the Involved team delivering the Asylum, Migration and Integration Fund 2021-22. In particular, there will be a need to ensure high standards of organisation and communication.

Main Duties and Responsibilities:

1. Work closely with the Involved team to provide support around data input and collection.
2. Deal with all telephone calls. You will be a point of contact for the Involved/AMIF strand in the office and youth centres to a wide range of partner agencies and young people, dealing sensitively and discreetly with any queries they may have.
3. Attend internal and some external meetings as directed to take minutes
4. Organise and schedule meetings and appointments. Co-ordinate diaries for staff working on the AMIF programme.
5. Type correspondence and other relevant documents.
6. Photocopy, scan, distribute and file documents as appropriate
7. Work closely with the team to provide written and verbal communication support
8. Maintain inventories of equipment and policies.
9. Maintain and establish sound administrative control systems that will ensure the effective management of the AMIF programme.
10. Undertake training and professional development as appropriate.
11. Undertake other duties appropriate to the post that may reasonably be required from time to time

In addition to the above, all duties and responsibilities must be carried out with due regard to PYF's policies and procedures, including its Equal Opportunities Policy. You will need to demonstrate the ability to uphold the organisations values and adhere strictly to safeguarding, data protection and confidentiality.

Person Specification

Area	Description
Knowledge:	Knowledge of good practice in office systems and procedures.
	Working knowledge of Microsoft packages including Outlook, Word, Excel and Powerpoint.
Skills and Abilities:	Good written and oral communication skills.
	Strong clerical and administration skills, including accuracy and attention to detail.
	Ability to interpret, format and accurately present information.
	Time management skills with an ability to work under pressure and cope with interruptions to meet deadlines and to prioritise competing work tasks.
	Flexible approach - demonstrating the ability to respond positively to changes in allocation of work at short notice to set deadlines.
	Ability to work effectively in a small, busy team and to contribute to its work.
Experience:	Demonstrable experience in using Microsoft 365 applications including Word, Excel, Outlook and Powerpoint.
	Working in an office-based team.
Educational:	GCSE Grade C or above in English and Maths or equivalent
	NVQ Level 3 in Business Administration or equivalent
Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.
	We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment
	To carry out the duties and responsibilities of the post, in accordance with PYF's Health and Safety Policy.