

Administrator

HIAS+JCORE is looking for an administrator to join our team and enable the whole operation to run smoothly.

Post: Administrator

Salary: £26,000

Hours: 35 hours per week. Flexible working; some evening and weekend work will be required.

Responsible to: Executive Director

Location: Currently home-based/hybrid. Shared working space can be made available to the post-holder. May become based at office in North London.

Applicants must be UK based either in London/the South-East or be willing to relocate. **We are only able to consider applicants who have the right to work in the UK.** HIAS+JCORE is unable to sponsor working visas to the UK.

We warmly encourage and welcome applicants from all backgrounds, and people with any, or no, particular religious faith or beliefs. **We particularly encourage applicants from people with lived experience of the asylum system.**

About HIAS+JCORE

HIAS+JCORE is the UK Jewish voice on refugees and racial justice. Our work is driven by the belief that the Jewish community should play an active part in building a society in which refugees are able to live in dignity where the UK is a welcoming place free from racism.

Our organisation came into this form through the joining of forces in 2023 between two organisations: the Jewish Council for Racial Equality (JCORE) and HIAS. We are now embarking on our next stage as an organisation having launched our 2024-27 strategy, which outlines exciting plans for growth and development.

Purpose and nature of role

We're looking for a motivated self-starter to join our team to take on a role with autonomy around office management, human resources and procurement. You'll be a fast learner who takes initiative and can work independently on new projects. The successful post-holder will provide support to ensure the whole operation runs smoothly.

Essential functions

Organisational operations

1. Managing the office, ensuring team members have the space, equipment, and services they require;
2. Ensuring HIAS+JCORE is meeting all requirements around regulations including implementing health and safety policy and procedures, and arranging and ensuring staff attendance at relevant training;
3. Responding to external phone and email enquiries;
4. Administering HIAS+JCORE's DBS system for staff and volunteers;
5. Liaising with the charity's insurance provider.

Events

1. Providing support to HIAS+JCORE events, including venue booking, registration, communication, working with suppliers, and other support before, during, and after events;

2. Organising staff meetings, training, away days, social events and celebrations;
3. Ensuring events take place within agreed budgets.

HR

1. Managing recruitment and inductions of new staff, maintaining personnel files and HR records;
2. Managing processes around holiday and leave;
3. Liaising with the charity's payroll provider and ensuring relevant documents are sent to staff;
4. Ensure that employment law and other relevant legislation is being complied with;
5. Ensuring staff compliance with all HIAS+JCORE and HIAS policies and processes.

Finance support

1. Working with the freelance finance manager to ensure timely updating of accounts and payments;
2. Oversee staff payment cards;
3. Fundraising administrative support.

Governance and staff support

1. Coordinating the work of the Board of Trustees, including organising Board meetings and papers, attending meetings and taking minutes;
2. Administrative tasks relating to liaising with and updating records held by the Charity Commission and Companies House;
3. Administrative support and diary management for Executive Director and Deputy Director.

IT

1. Responsible for the management of HIAS+JCORE's IT systems. Ensure data protection laws are being adhered to. Point of contact for the ICO;
2. Ensuring regular safety testing;
3. Work with partners at HIAS to implement new systems;
3. Working with the team to implement our new Customer Relationship Management (CRM) system.

Other Responsibilities

1. Any other duties as required by your line manager.

Qualifications and Experience

Essential

- A self-starter that is able to take initiative and work independently on new projects, including finding ways to improve the efficient and smoother running of the HIAS+JCORE office team;
- A willingness to learn on the go;
- Excellent IT skills. Proficiency in Microsoft Office 365 suite including being able to undertake key tasks such as mail mergers;
- Awareness of statutory and regulatory requirements;
- Awareness of GDPR and data protection legislation;
- Ability to communicate well in writing;
- Excellent attention to detail;
- Excellent organisational skills;
- Ability to work well as part of a team and with other volunteers;
- Ability to oversee and manage projects on an ongoing basis;
- Commitment to HIAS+JCORE values, social justice and anti-racism.

Desirable

- Experience of working for a small charity
- Experience of interacting with charity governance and trustee boards

Experience required

- Prior administrative experience;
- Experience of managing a database system;
- Experience of holding responsibility for data management, HR and ensuring compliance with statutory requirements;
- Proficiency in IT and ability to learn how to use new equipment.