



# Hummingbird Refugee Project

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## Charity Administrator

### JOB DESCRIPTION

<b>Salary:</b>	£240.50 per week (based on £10 per hour)
<b>Days per week:</b>	24.5 hours/3.5 days per week, flexible hours across the week
<b>Contract type:</b>	Independent contractor, 6-month contract <sup>1</sup>
<b>Location:</b>	Central Brighton (The Lanes)
<b>Reports to:</b>	Founder-Director

#### **Key internal working relationships:**

Specialist Refugee Support Worker, Education Lead, Young Leader Project Lead, Global Social Club Lead, Trustees, volunteers.

#### **From Elaine Ortiz - Founder-Director of the Hummingbird Project**

I am delighted to be looking for a new person to join our team! This is a very important time for us as we are at a significant stage of our development.

The Hummingbird Refugee Project is a new charity, having started as an activist group in summer 2015, then based in the 'Jungle', Calais. We are now Brighton based having registered as a charity in 2017. We now deliver four award winning services for young people. We have a strong vision of collaboration, working alongside young people and our community to deliver youth-led services and champion solidarity, human rights and challenge the ill treatment of refugees.

We are a passionate team that is driven by hope and the belief that we can all do more to support individuals fleeing countries due to war, conflict and oppression.

We'd love to hear from anyone who shares our values and feels they can contribute to supporting our growth.

#### **About the Hummingbird Refugee Project**

Founded in 2015 as a grassroots organisation in Calais, we're now a Brighton based charity working locally with young refugees & campaigning nationally. Our services have been developed by listening & responding to the needs of local young refugees. We actively campaign for the rights & protection of refugees. Alongside our Young People, we have led significant national & international campaigns and continue to lobby for change. For more information visit [www.hummingbirdproject.org.uk](http://www.hummingbirdproject.org.uk)

#### **Are you what we are looking for?**

We are looking for a **self employed** Charity Administrator who can work alongside our Founder-Director to provide excellent administrative support. You will be responsible for dealing with day to day enquiries and for developing and maintaining effective office systems. The role would suit someone with excellent administration/IT skills, who can work with minimal supervision, is self-motivated, pro-active and can take responsibility for a wide range of tasks.

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<sup>1</sup> The charity is undergoing a period of growth in its operations and it is the intention to move all contractors on to permanent contracts of employment by the end of 2020. Funding dependent, this role will also move to a permanent contract.

## Key responsibilities

### General office management

- Act as the first point of contact for the charity by handling inquiries (phone, email, website, social media). Occasional liaison with vulnerable young people/refugees
- Ensure that all relevant reports are updated on the Charity Commission's website and update information whenever necessary.
- Ensure shared electronic files are organised and maintained in a systematic manner.
- Keep up-to-date records of staff/volunteers and governance/trustees, being mindful of data protection regulations.
- Support the Founder-Director with the planning and running of Trustee Board meetings, including distribution of papers.
- Produce agendas, compile and circulate papers and take minutes (Trustee meetings, including Committees)
- Schedule internal and external meetings (use of doodle poll), book meeting rooms and organise catering.
- Help to manage the IT systems (G-Suite).

### Financial administration

- Support the day-to-day financial operations of the organisation, including banking of donations, logging of incoming donations, Gift Aid, recording and logging invoices/outgoing payments, payment of invoices and monthly bank reconciliations through xero (our online accounting software – training to be provided).
- Handle Petty Cash, including weekly reconciliation.
- Liaise with our Treasurer and book-keeper, providing them with the relevant information.

### Fundraising support and social media

- Maintain fundraising files – monitor, track and send 'thank you' letters to donors (individual and Trusts & Foundations)
- Work in close liaison with the Founder-Director and fundraising consultant, help organise reports, track applications and record subsequent correspondence.
- Process all donations (postal and on-line).
- Regularly review Gift Aid declarations.

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Experience of using G Suite/MS Office especially Word, Excel and Powerpoint.	Experience of using Xero accounting software (training can be provided)
	Significant experience of setting up and maintaining effective office systems and administration procedures to improve organisational effectiveness	Experience of working or volunteering in the charity sector

Skills	Strong organisational and coordination skills with the ability to prioritise a varied workload	Knowledge local organisations and groups which provide services or assistance to young people.
	Ability to work on own initiative whilst seeking advice when necessary	
	Excellent written and oral communication skills (in English)	Able to speak an additional language that would benefit the young people we work with.
	Advanced ICT skills, particularly MS Office package (Word, Excel, Outlook, Power point)	Experience of using and managing social media channels
	Highly numerate with budget monitoring/financial administration skills	
	Excellent interpersonal skills and ability to relate with colleagues from different cultural backgrounds	
Core competencies	Treats others with dignity and respect	Interested in equality and human rights
	Demonstrates commitment to high performance and holds self and others to account	