



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

VAW Scotland Project Administrator

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| Job Title | VAW Scotland Project Administrator |
| Job Hours | Full time- 35 hours per week |
| Accountability | VAW Scotland Project Manager |
| Salary | £21,600 per annum |
| Duration | Until 30 th April 2020 |
| Based | Glasgow |

Purpose of the Job

- To provide effective administration, finance, and events organisation support to Saheliya's VAW Scotland service development by developing administrative, financial, and other relevant systems and databases.
- To support the Project Manager and Marketing Officer by developing databases, organising events, and other tasks to aid the smooth running of all aspects of the Project.

Main Duties

- Maintain, improve, and develop organisational administrative systems to ensure efficient running of the Project
- Ensure all PCs and laptops are updated with the relevant software, anti-virus etc.
- Manage and maintain Project filing systems
- Produce and up-date databases
- Ensure that reception of trainees and customers is effective and appropriate
- Ensure incoming phone calls are appropriately dealt with
- Ensure that in-coming mail is received, sorted, and outgoing mail is posted punctually
- Updating website and social media
- Organise training venues including assessing the best practise of health and safety

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



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- Order and manage Project stationery and supplies
- Undertake PVG registration checks for trainees and sessional workers
- Maintain and update administrative database
- Project organisational admin duties including writing letters and photocopying
- Support the Project Manager to manage and oversee finances
- Uphold and promote Saheliya's ethos to support the empowerment of BME women
- Maintain high levels of confidentiality in all areas of work

PERSON SPECIFICATION

Essential requirements:

- *Female
- Robust organisational skills
- High level of integrity
- A commitment to equalities, human rights, and social justice
- Experience of maintaining and developing a administrative systems
- Ability to work efficiently and prioritise tasks
- Ability to work under pressure and meet deadlines
- Excellent written and spoken communication skills
- Experience in Microsoft office including word, excel and database
- Fluent spoken and written English
- Commitment to equal opportunities and human rights
- Ability to maintain high levels of confidentiality
- Ability to work on own initiative and as part of a team
- Willingness to take part in continuing professional development opportunities

Desirable requirements:

- Experience of website management and social media (facebook, twitter)
- Experience of administrative duties in a voluntary sector setting
- Knowledge of marketing
- Experience of working in a mental well-being or therapeutic setting
- Experience of working with vulnerable people
- An understanding of the voluntary and public sectors within Scotland

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Closing date for applications: Monday 18th June 2018 (2pm)

Interviews: *to be confirmed*

Applications to be sent to: info@saheliya.co.uk or Saheliya, 125 McDonald Road, Edinburgh, EH7 4NW

For further details contact:

Saheliya, 125 McDonald Road, Edinburgh EH7 4NW

Tel: 0131 556 9302

Email: info@saheliya.co.uk

Website: www.saheliya.co.uk

CVs will not be accepted!

*** The Equality Act 2010 (part 1, Schedule 9) applies to the above posts. Applications are therefore restricted to female candidates only. All posts are subject to enhanced checks by Disclosure Scotland.**

This post is funded by the Social Economy Growth Fund



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European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

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