Job Specification

Job title: Project Administrator

Reference number: 0109

Location: Remote working, must be Liverpool based.

Salary: £14,500 to £21,150, per annum, pro rata

Hours: 2 days per week, some Saturdays required. (Flexible working supported)

Closing date: Friday 10 September 2021

Contract type: 6 Months, could be extended

About the organisation

Here at WODIN we recognise that unpaid labour esp.in the non-profit sector is compromising lives. This needs to change.

A few admin tasks here, holding a Zoom meeting there, making multiple calls a day may sound like simple tasks, yet for many women esp. BME, it poses a significant obstacle to their wellbeing and livelihood.

Our mission is to empower women by bridging the digital gap for them to improve their digital capability and social inclusion for black African women, so that they can take charge of their lives. We provide displaced and low-income black minoritised communities with accessible digital resources and other services for a better, more balanced life.

People are at the heart of everything we do and listening to communities is integral to our work and design process.

What we are looking for

We are looking for passionate, dynamic people who are keen to develop their skills in the humanitarian non-profit sector. You would be part of a collaborative, growing team, making connections with organisations and governing bodies around the UK.

You will need to work with initiative, have the confidence to self-supervise and build momentum whilst maintaining a sensitivity to the various and diverse contexts your work will involve.

Role Summary

The role of the Project Admin is to effectively administer and coordinate the WODIN strategy for our projects at all stages of the organisation's progress. The WODIN strategy involves communication with beneficiaries, networking with stakeholders, welfare checks, running virtual events and workshops, running the cultural ethnic foodbank, communication and liaising with our volunteers and managing digital products for our services for non-profits.

It also involves having a broader understanding of global digital trends and humanitarian/ development happenings which should be fed to the broader organisation.

Main Responsibilities:

Day to Day

- Maintain existing relationships with donors, agencies and key external stakeholders at WODIN.

- Search future collaborations with agencies in UK, partners, donors or corporates. Grow the WODIN network by identifying, building and managing collaborative partnerships with cluster, suppliers, donors, local governments and other stakeholders.

- Running our virtual events and community engagement on our WhatsApp groups.

- You will support the WODIN team with grant management, programme implementation, and donor compliance. You will work with colleagues to co-ordinate WODIN's involvement in our projects, overseeing digital systems and ensuring reporting and compliance.

- Other duties as directed.

Strategy and Vision

- Contribute to team knowledge by keeping up to date with the latest WASH information and knowledge and feeding this to the team where appropriate.

- Contribute to strategic planning for WODIN projects through design and consideration of local WODIN affairs. Promote WODIN values throughout your role.

- Actively seek out and apply, with team support, conference and competition opportunities relevant to WODIN, humanitarianism or entrepreneurship for social impact.

Management

- Effectively monitor the development of our organisation progress. This will involve the planning of team meetings; note taking; keeping up to date on relevant chats/email chains; reminding team members of deadlines.

- Coordinate the planning, and contribute where possible, to varying sub team activity such as (but not limited to) the communications team; the website design team, the coaching department.

Key skills and experience

- A degree in social science, international development studies, Digital communication, or equivalent qualification or experience.
- Experience of working in the non-profit sector.
- Demonstrated experience of supporting programme management and the project cycle, including project planning, grant management, implementation, monitoring and evaluation
- Fully computer literate including experience with Microsoft packages notably in-depth Excel knowledge and capacity, email, use of the internet and zoom.
- Strong communication and inter-personal skills including the ability to influence and negotiate.
- Strong organisational and administrative skills, with the flexibility to manage and prioritise own workload to meet deadlines.
- Ability to monitor budgets, report on variances, and highlight concerns.

Desirable

- Understanding of the important of Safeguarding and the basic principles involved.
- Qualification / certificate / training on Safeguarding.
- Familiarity with grant management and donor compliance.
- Strong communication and inter-personal skills including the ability to influence and negotiate.
- Ability to communicate professionally in written and spoken English.
- Solution focused attitude and cultural sensitivity.
- Willingness to identify with and promote the values of Women and Digital Inclusion.

References

You are asked to provide details of previous employers who can tell us about you and whether or not they would consider you to be suitable for the job for which you have applied. A professional reference is required for most roles; a professional referee must

know you in a professional capacity, this can be someone who knows you through either paid or voluntary work.

If you are not able to provide an employment reference, you should then provide details of a personal referee. A personal referee should know you in a personal capacity e.g., close friend, work colleague, someone you have volunteered with or a friend of the family, this referee should hold a professional role and must have known you for a minimum of two years.

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