Job Specification

Job title: Project Administrative Assistant

Minimum of 2 years Admin Experience Required

Reference number: 0104

Location: Remote working. Min 1 day/wk. in person/office working. Must be Liverpool based. Free onsite parking.

Salary: £24752 prorated to £4000 or £333/mo.

Hours: 1 day a week. Our work week is 35 hours/week i.e., 7 hrs/day; 5 days a week. *(Flexible working supported, some weekend work expected)*

Closing date: Open

Contract type: Temporary Project based **–** Freelance/Self-employed (apprentices encouraged to apply)

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 welfare calls a day may sound like simple tasks, yet for many women esp. from the global majority, it poses a significant obstacle to their wellbeing and livelihood.

Our mission is to empower women by engendering social equity in a digital world. For our service users to improve their digital capabilities and social inclusion for black African immigrant women, so that they can take charge of their lives. We provide displaced and low-income black minoritised communities with accessible digital resources and holistic 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. We are looking for an ***experienced*** person with a

minimum of 2 yrs in the 3rd sector. You would be part of a collaborative, growing team, making connections with organisations and governing bodies around the Northwest 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 Assistant is to effectively assist the WODIN Board, services manager, and projects lead/coordinator to administer and deliver the WODIN strategy for our projects at all stages of the organisation's progress. The WODIN strategy involves communication with beneficiaries, networking with stakeholders, outreach campaigns, fundraising, welfare checks, running virtual events and workshops, delivering the cultural ethnic foodbank, communication and liaising with our volunteers, assisting in the smooth delivery of our projects, and managing digital products for our services for the 3rd sector.

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.

- Assist in the smooth running of our projects, admin tasks like sending/responding to emails and follow up, simple searches and research for our social impact studies, supporting our project participants, sharing our social media content, taking minutes in meetings and workshops, photographing/recording our events, managing our digital forums (WhatsApp groups), ensuring evaluation forms and surveys are filled, and following up on the participants/beneficiaries in that vein.

- Client Onboarding, as well as co-hosting and administering support during our virtual events and community engagement on our WhatsApp groups. As well as administering the delivery of our Cultural food parcels program.

- Communication Support: Liaising with staff, volunteers, beneficiaries, and external agencies as needed. You will support the WODIN team and volunteers with our program’s implementation, and donor compliance. You will work with colleagues to coordinate WODIN’s involvement in our projects.

- You will oversee our digital systems, be confident using CRMs and ensuring reporting and compliance. And perform other duties as directed.

Strategy and Vision

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

- Contribute to strategic delivery of WODIN projects and 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.

Key skills and experience

- A degree in social science, social work, 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
- Strong IT skills - 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 communicate effectively.
- Strong organisational and administrative skills, with the flexibility to manage and prioritise own workload to meet deadlines.
- Ability to self-supervise 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 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., work colleague, someone you have volunteered with. This referee should hold a professional role and must have known you for a minimum of two years.