



Ethnic Minorities
& Youth Support
Team Wales

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Lleiafrifoedd Ethnig
& Ieuenctid Cymru



EYST Wales/ Women Seeking Sanctuary Advocacy Group Wales (WSSAGW)

BME Youth Invest Work Placement (Female only role)

Job Title: Project Admin Assistant
Hours of Work: Part-time 16 hours per Week
Salary: National Minimum Wage – age appropriate
Tenure: Fixed term for 16 weeks
Responsible to: WSSAG Development Worker

Background

Women Seeking Sanctuary Advocacy Group (WSSAG) are a lobbying, advocacy and research group which works with and for refugee women and their families to bring about positive change in the refugee system and to enhance the ability to rebuild lives.

Aims of the Post

To effectively provide administrative support to the TAKING WOMEN FORWARD PROJECT.

Principle Accountabilities and Main Duties

1. Carry out administration tasks in relation to maintaining in-house database; photocopy and scan confidential information; ensure programme records are accurate and kept up-to-date; keep the clients' hard files in order with all the required documentation.
2. Computer literate with a good working knowledge of Microsoft Office package (Word, Excel, Outlook and Publisher).

3. Ability to manage a range of clerical duties including record keeping, filing and other administration tasks as required, particularly in response the areas of work being undertaken.
4. Ability to demonstrate understanding of confidentiality and safeguarding information and personal data.
5. Ability to deal sensitively and patiently with people from different nationalities, cultures and religions and who may have suffered trauma.
6. Ability to prioritise own workload whilst paying attention to detail and ensuring accuracy at all times.
7. Deal with initial enquiries.
8. Effective listening, verbal and written communication skills.
9. Willingness and ability to learn quickly and take responsibility for their own professional development.

Person Specification.

This post is subject to an enhanced disclosure and barring check and is open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1.

1. The preferred candidate must have a good level of English, both verbal and written.
2. Good IT and Social Media skills.
3. Ability to build good working relationship and to consult and work effectively with colleagues.
4. Ability to work flexibly in a busy and demanding environment.
5. Good interpersonal and communication skills, the ability to liaise effectively with colleagues and external contacts at all levels, compose correspondence and provide accurate information.

Qualifications

No specific qualifications are required; however, the successful candidate must be able to show that they have the right to work in the UK.

Please Note

The work placement is organised by EYST Wales and hosted by Women Seeking Sanctuary Advocacy Group Wales based in Cardiff. You will be required to work from home as far as possible due to the current COVID-19 guidelines. Only when it is strictly necessary will you be required to visit the office and then social distancing guidelines and the wearing of masks will be adhered to.

We welcome applications from applicants from under-represented groups who are currently not in education, employment or training or who are long term unemployed or economically inactive.

Applications for this vacancy are by online application form only, CVs are not accepted.

This Active Inclusion Vacancy is funded by ESF (European) funds managed by WCVA.