



Administrator Job Description 2020

MigrationWork CIC (community interest company) is a small not-for-profit consultancy set up to help communities, practitioners and policy-makers to respond to migration, so that both migrant and 'host' communities can benefit from this process and move towards integration. You can find out more about us here: www.migrationwork.org

It has **32 members**, of which six are directors responsible for the day-to-day running of the organisation. Members are individuals with a keen interest in migration and integration; some of them undertake work for the organisation, working from their own homes as self-employed consultants, and some of them support the work and act as sounding boards (www.migrationwork.org/people). A proportion of all income is put into the linked MigrationWork Trust which runs the [Community Integration Awards](#), celebrating and showcasing great examples of community integration in the UK.

We are looking to hire a new Administrator. The role will cover core bookkeeping, administration of meetings and memberships, managing the website, and supporting European and UK projects.

The part-time administrator role is a self-employed freelance position, working from your own home, with planning and supervision meetings, and also company meetings which take place in London (once in-person meetings are safe again). A director will supervise your work.

A) Responsibilities

The core responsibilities of the Administrator are as follows:

- Collect and process financial claims, expenses and invoices from Members for small projects
- Issue invoices for payment for small projects
- Using Quickbooks accounting software: keep the company accounts up to date, identify outstanding bills/invoices on a monthly basis, and undertake financial forecasting together with the company accountant
- Work with project administrators and project leads to support smooth and integrated budget management across the company
- Organise date, time, venue and set up for Directors' and Members' meetings – including making arrangements on Zoom while these meetings are online
- Prepare agendas for and take minutes of Directors' and Members' meetings
- Process new memberships; monitor members' capacity; promote member engagement with email updates and well-structured members' meetings
- Respond to external queries made through the MigrationWork website
- Be a point of contact for members and external associates
- Update the content of the MigrationWork website, including updating blog, resource bank, and Twitter account
- Keep internal online files and records up to date, relevant and in order
- Support MigrationWork projects as needed – e.g. with administration or event planning
- Adhere to MW policy, including policies on confidentiality and Equality & Diversity

The core Administrator will also have the opportunity to administer medium-to-large projects that require independent budget management and financial reporting.

B) Essential skills and desirable experience

| | These skills and experience are essential for the post: | It would be desirable for the successful candidate to also have: | We will assess this through: |
|--------------------------------------|--|--|---|
| Financial proficiency | <ul style="list-style-type: none"> • Evidenced ability to work with finances and budgets • High level of numeracy with confidence in checking and filing financial documents • Confident using Excel for budget management and reporting | <ul style="list-style-type: none"> • Experience using Quickbooks • Experience in supporting EU funded research contracts | <p>Application</p> <p>Test</p> <p>Interview</p> |
| Digital competence | <ul style="list-style-type: none"> • Wide experience in using email and the Internet to communicate and research information • Ability to support MigrationWork's use of IT (with remote guidance from MW's IT consultant) • Confident using Dropbox, Word, Excel and PowerPoint, and formatting documents | <ul style="list-style-type: none"> • Experience of effective use of digital communications, including social media | <p>Application</p> <p>Test</p> <p>Interview</p> |
| General professional competence | <ul style="list-style-type: none"> • Excellent communication skills in English, both orally and in writing • Good interpersonal skills for successful team working • Experience of detailed minute taking • Ability to work unsupervised, use initiative and manage own time and workload • Comfortable working remotely • Highly organised and able to work flexibly, coordinating with colleagues on different schedules | <ul style="list-style-type: none"> • Experience of project work, especially planning and co-ordination | <p>Application</p> <p>Interview</p> |
| Sector-related experience and values | <ul style="list-style-type: none"> • Experience and knowledge of the migration and integration sector • Interest in working towards integration and equality for migrants in the UK and Europe | | <p>Application</p> <p>Interview</p> |

C) Contractual arrangements

The person appointed will be contracted as an administrator on a six month contract, with the possibility of an extended contract thereafter. They will work freelance as a contractor to MigrationWork (*not* as a company employee), so will be responsible for their own tax, NI, personal insurance and any other costs arising from self-employment. They will be covered by the company's indemnity insurance for risks arising from our professional output.

Hours will be negotiable, initially between 5 and 8 hours per week to cover the core responsibilities outlined above. Some flexibility will be required as certain periods, for example the weeks leading up to a members' meeting, may be more intensive in workload. The hours can be worked flexibly, but you must be available to respond to emails within core UK working hours for at least part of each week. If in-person members' and directors' meetings resume, you will need to be able to travel to London to set up and minute these meetings every six months.

There will also be opportunities to work on specific projects with MigrationWork consultants, if you have capacity. This work would be separate to the core administrative work you undertake. As well as further administration experience, involvement in these projects may offer the opportunity to participate in the substance of what MigrationWork does, and develop skills in research, evaluation and facilitation.

Reasonable travel costs and telephone bills will be reimbursed in line with MigrationWork expenses policy (receipts and phone call printouts will be required). Invoices should be submitted monthly.

Rate of pay: We offer a fee of £17 per hour.

D) Your application

To apply for this role, please email admin@migrationwork.org with a CV and a one-page cover letter, explaining your suitability for the role and why you would like to join MigrationWork CIC. Applications are open until **midnight** on the **3rd January 2021**.

We don't have to know your age, gender or nationality. But if there are particular reasons why you're interested in our work on migration and integration, we'd like to hear about them. You do need to have the right to work in the UK.