



<b>Job Title</b>	HfU Project Administrator
<b>Location</b>	RMC has four branches in Birmingham, Wolverhampton, Walsall and Dudley.  The successful candidate will be based on site in Birmingham.
<b>Reporting To</b>	Senior Resettlement Administrator
<b>Hours</b>	Full time (5 days/35 hours per week)
<b>Salary</b>	£21k to £23k depending on experience and qualifications. Company matched pension, employee assistance programme, health and wellness support and mental health support. As well as training and opportunities for advancement
<b>Contract</b>	Fixed term till 28 <sup>th</sup> February 2025 with possibility of extension
<b>Probation period</b>	6 months
<b>Annual Leave</b>	21 days plus Bank Holidays and 1 concessionary day

RMC is a regional charity with 25 years of experience working with newly arrived communities. We aim to assist refugees and migrants through crisis and disadvantage by removing barriers to their integration and enabling them to become equal citizens. Imagine arriving in a new country, a new city, trying to build your life and integrate. Not knowing how the system works and everything being new. You do not speak the language, do not know anyone.

That is the reality for many refugees and migrants when they arrive in the UK. There are many barriers they face to being able to settle and integrate effectively. This is the reason why RMC exists and has grown and evolved for over 2 decades providing a variety of services to newly arrived communities. We support refugees and migrants by providing free services including: immigration advice OISC accredited up to level 3, Education, training and access to employment support, welfare benefits advice, access to healthcare and housing advice.

For the past 8 years we have also developed expertise in providing wraparound resettlement support for refugees who arrived via schemes such as SVPRS (Syrian Vulnerable Resettlement scheme), ARAP/ACRS (Afghan. Relocation Assistance Policy), UKRS (United Kingdom Resettlement Scheme), BNO (British National Overseas) and HFU (Homes for Ukraine Scheme)





The post holder will work within our very diverse and multi skilled Resettlement Team where everyone is valued and collaboration within this team and at all levels across the wider organisation is essential.

### **Purpose of the Role:**

To provide direct administrative support to HFU Management ensuring efficient and effective administration processes are in place to meet audit requirements and benefit the whole organisation.

- Monitoring and data collection/ extraction as per RIM, PM and funders requirements
- Preparation of reports for funders and other stakeholders to a satisfactory level and understanding of funders requirements and targets
- Provide high level admin support to the PM and Project Coordinators
- To be the key contact for internal communications for the HFU service in Birmingham

### **The Administrators duties include:**

#### **Key responsibilities**

- Provide secretarial and administrative support for the HFU Project Team
- Cover reception duties as required
- Provide effective database management ensuring the RRS and RMC's internal records up to date at all times
- Collate statistics and provide weekly progress updates to the team.
- Collate KPI related data and support the Admin Lead as well as Project Managers in drafting reports
- Contribute to statistical analysis under direction of the Admin Lead and the Resettlement Management Team
- Provide support for events as required
- Assist with production of project information materials such as newsletters, email templates and leaflets
- Assist in the compilation of statistics and reports
- Assist the Senior Administrator in meeting the funding audit requirements
- Taking minutes when required
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- General data entry
- General office management such as ordering stationary





- Filing and archiving
- Creating and managing documents, spreadsheets and presentations

**Data Collection & Monitoring**

- Data collection and presentation (from case recording and outcomes monitoring systems) in support of on-going monitoring
- To support the Admin Lead with monitoring for the project including the preparation and provision of monthly monitoring reports on performance against targets for Homes for Ukraine service in Birmingham
- To provide monitoring and reporting information to Admin Lead and PMs as per Grant Agreements/Contracts
- To respond to ad hoc requests for information as required in accordance with GDPR legislation
- To suggest and contribute to improvements in processes for data capture and monitoring
- To ensure all monitoring is completed in a timely fashion with regard to relevant RMC and funders deadlines

**A DBS check will be carried out for this post.**

**Flexibility**

In order to deliver the stated aims of for this post, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above, such duties will fall within the scope of the job and be directly related within the appropriate pay grade. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties that are being performed

**Person Specification**

<b>Experience and Skills</b>	<b>Desirable</b>	<b>Essential</b>
Minimum of 2 years of work experience, in a related field (e.g. monitoring, evaluation, data collection and analysis)		<b>X</b>
Experience in conducting primary quantitative data		<b>X</b>



collection and data entry, preferably experience with electronic data collection.		
A proven high standard of communication skills, including written, oral, presentational and interpersonal skills.		<b>X</b>
Educated to degree level or equivalent	<b>X</b>	
Excellent knowledge of Data Protection requirements		<b>X</b>
Knowledge of Microsoft office and office 365		<b>X</b>
Excellent attention to detail		<b>X</b>
Ability to produce high quality written work to deadline, organisational skills and the ability to manage and prioritise a demanding workload.		<b>X</b>
Strong planning, organizational, and time management skills.		<b>X</b>
Commitment to equality and diversity		<b>X</b>
An ability to self-motivate and work independently		<b>Z</b>
Experience of working in a multicultural environment and sensitivity towards other cultures.	<b>X</b>	
A proven record of team work and flexibility	<b>X</b>	

