



## **Central and West Integration Network Administrator**

### **Introduction**

Glasgow's Integration Networks were developed from 2001 onwards in response to the significant increase in asylum seekers and refugees coming to the city. Initially the networks delivered activities with a focus on supporting the integration of asylum seekers and refugees. Over the years, the networks have become local hubs which bring together local voluntary and public sector organisations to plan and coordinate integration and community work. However, the needs of asylum seekers and refugees remain pressing ones.

Central and West Integration Network (CWIN) was established in 2009 and aims to work with individuals, community groups, voluntary and statutory agencies to support the needs of refugee, migrant and minority ethnic communities and promote cross-cultural understanding, equality and social inclusion.

CWIN offer services to asylum seekers, refugees, BME and local communities. Included in the services provided by CWIN are; a weekly drop in service, food bank, ESOL classes, support for destitute asylum seekers, a youth project and women's group.

CWIN is looking to fill a vacancy of an Administrator. The Administrator will provide administrative support to Central and West Integration Network. Other aspects of the role include financial record keeping and preparation of management accounts, preparing and sending out CWIN weekly information updates, administering destitution grants, administering CWIN Facebook page and Website.

## **CWIN Job Description & Person Specification**

### **CWIN Administrator**

<b>Location:</b>	Garnethill Multicultural Centre, 21 Rose Street
<b>Accountable to:</b>	CWIN Development Manager
<b>Contract:</b>	Currently funded to 31 March 2023 with possibility of extension dependent on funding
<b>Salary:</b>	£22,300 per annum, pro rata 25hours
<b>Objective:</b>	The post holder will provide administration duties seen as appropriate, contributing to the efficient and effective running of CWIN

### **Job Description**

#### **Administrator:**

- To provide general administrative support to Central and West Integration Network
- To be present in CWIN office as the first point of contact to receive and handle enquiries, telephone calls and deal with day to day queries of staff, volunteers and service users.
- To order and maintain stocks of office consumables including stationery and office equipment.
- To ensure that all forms and publicity materials used by staff on a day to day basis for operational purposes, recording and administration are up to date and accessible.
- To take notes at regular network meetings
- To support the processing of financial transactions and maintenance of accounting records, and provide report on them, including preparation of management accounts. Ensuring all income and expenditure is correctly accounted for.
- To research materials for and prepare CWIN weekly information bulletin. Sending out the information to appropriate contacts.
- To assist with maintenance of databases of contacts; to support the circulation of appropriate correspondence.
- To support communication activities including updating of website and social media as agreed with management.
- To support data management within CWIN, ensuring all procedures are in line with legislative procedures.
- To support destitute asylum seekers by helping them apply for destitution grants and providing information on other appropriate services.

## **Person Specification – skills and experience, required**

### **Essential Qualities**

- Experience of using Microsoft Office 2007, including Word, Outlook, Excel and Access
- Experience of general office administration
- Experience of financial record keeping and preparation of management accounts.
- Experience of dealing with customers / members of the public and answering the phone
- Excellent communication skills
- Ability to work unsupervised

### **Desirable Qualities**

- Experience of working with community groups/voluntary organisations
- Experience of working in a multicultural environment
- Experience of minute taking

**Deadline for Applications: Monday 20<sup>th</sup> September 2021**

**Interviews on Monday 27<sup>th</sup> September 2021**