



CANDIDATE PACK – ADMINISTRATOR

Thank you for your interest in working for The Separated Child Foundation. The role of Administrator is initially a 12 month contract, created to support the charity through a rapid period of growth and development.

About us

Established in 2007, The Separated Child Foundation offers practical, emotional and social support to separated children and young people in Britain who are asylum seekers or refugees - sometimes referred to as 'unaccompanied asylum-seeking children (UASCs)'. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution.

We are a small but growing charity and currently have four part-time staff members: our Chief Executive Officer, an Operations Manager, a Programme Manager, and a Project Manager for our packing project. The staff team is supported by eight Trustees, 50 volunteers, and freelance youth workers who deliver our Club Class programmes in Croydon (in conjunction with the Refugee Council) and Bournemouth (in partnership with the ICN).

Why separated children need our help

In 2021, the UK received 3,762 applications for asylum from children having arrived here alone, because their parents had been killed, imprisoned or otherwise were unable to leave (Refugee Council, 2021). Separated children share with other refugees a well-founded fear of persecution. They experience the double trauma of separation not only from their homeland, culture and natural environment but also from the adults in their family who gave them care.

About this role

The Administrator will take responsibility for many of the essential day-to-day tasks which have so far been undertaken by the Operations Manager, as well as providing support for our digital campaigns. The Separated Child Foundation is a growing organisation; the Administrator will be a key member of our team as we focus on growth in income, programme work and ultimately improving the lives of separated children arriving in the UK.

This is a 12 month contract with the possibility of extension in the event that funding can be secured.

Equal Opportunities

The Separated Child Foundation is proud to be an equal opportunity employer and strives to be a diverse and inclusive workplace where we can ALL be ourselves. In recruiting we welcome the unique contributions that you can bring to this role in terms of your education, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, colour, religion, disability, sexual orientation and beliefs. We particularly encourage applications from people from refugee and asylum-seeking backgrounds including former separated children.

How to apply for this role

The job description and person specification are below. To apply please email your CV, a supporting statement addressing the personal specification, and the names and contact details of two referees to hannah.williams@separatedchild.org

The deadline for applications is 9am on Monday 10th October.

Interviews will take place on Wednesday 19th October (on Zoom).

To arrange an informal discussion about the role, please contact hannah.williams@separatedchild.org

Please note that as a small charity we do not have the resources to contact unsuccessful applicants.

ROLE DESCRIPTION – ADMINISTRATOR

Role: Administrator

Salary: £22,183-£24,012 FTE, subject to experience

Hours: 16 hours a week across at least three days between Monday and Friday (hours to be agreed)

Contract: 12 months with the possibility of extension in the event that funding can be secured

Location: This role is home-based but there will be regular opportunities to meet with the Operations Manager and the rest of the team in person

Reports to: Operations Manager

Main purpose of the role

The Administrator will take responsibility for many of the essential day-to-day tasks which have so far been undertaken by the Operations Manager, as well as providing support for our digital campaigns. The Separated Child Foundation is a growing organisation; the Administrator will be a key member of our team as we focus on growth in income, programme work and ultimately improving the lives of separated children arriving in the UK.

Main duties:

- Monitoring emails sent to our general 'contact' address and responding where appropriate
- Setting up meetings on behalf of the Operations Manager and Chief Executive Officer
- Working with the Operations Manager to create and publish content for social platforms
- Managing our email platform (Mailchimp), sending out email updates to our donors and supporters as required
- Making simple changes to the website (Wordpress), including undertaking research to keep information on the website up to date
- Monitoring our donation platforms (Fundraise-Up and KindLink), including making updates to automatic donation responses and setting up new campaigns

- Supporting applications for funding in an administrative capacity
- Assisting with recruitment where appropriate (e.g. publishing advertisements, and setting up interviews in conjunction with the Operations Manager)
- Providing remote support for in-person events such as conferences and fundraisers
- Until a Volunteer Coordinator is appointed, updating advertisements for volunteers on various platforms, responding to initial enquiries and assisting with booking training etc
- Providing ad hoc support to the rest of the team in an administrative capacity as required, and as approved by the Operations Manager
- Undertaking any other tasks commensurate with the role

Person Specification

Essential

A commitment to the work and values of The Separated Child Foundation
Experience of working or volunteering in the charity sector
Experience of working effectively with a variety of digital platforms
Understanding of social media platforms (Twitter, Facebook, Instagram)
Excellent IT and administrative skills, including experience of data management
Effective communication skills, both verbal and written
Experience of building rapport quickly and with a diverse range of people
Experience of working independently (this role is home-based so the successful candidate will need to be self-motivated with excellent organisation and time-management skills)
A positive and professional approach to work with a commitment to achieving results
Willingness to undertake a basic DBS check and NSPCC 'Introduction to Child Protection' e-learning course
An understanding and commitment to equal opportunities in practice

Desirable

Experience of writing / gathering content for various platforms i.e. social media, website and communications with subscribers
A working knowledge of GDPR