



# The Liberal Jewish Synagogue

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## **The Liberal Jewish Synagogue's Drop-in for Asylum Seeker Families is recruiting a Project Administrator**

**Job Title:** Project Administrator  
**Reporting to:** The Drop-In Project Co-ordinators  
**Line manager:** Executive Director of The Liberal Jewish Synagogue  
**Based at:** The Liberal Jewish Synagogue (and home working as agreed)

### **Job Details:**

The Liberal Jewish Synagogue's Drop-in for Asylum Seeker Families has been running since June 2014. Opening one Sunday a month, we welcome families with children under 16 who are applying for asylum in the UK and provide a warm, welcoming and respectful space for them to relax. As at May 2018, we had welcomed over 500 adults and 1,000 children seeking asylum from over 30 countries.

We are now looking to recruit a Project Administrator. As this is part of a funded project, the initial appointment will be a fixed term contract for twelve months which we hope may be extended or renewed. This role may be undertaken as an independent freelance contract or on a fixed term employment basis.

**This role would suit someone with strong interpersonal skills, proven administrative experience, an intermediate knowledge of Word and Excel, with an interest in, or experience of, the asylum field.**

### **Hours:**

This is a part-time fixed term post which we anticipate will total approximately 63 days per year, as follows:

- Approximately 8 hours per week (there is a degree of flexibility as to when these hours can be worked);
- 1 day per month attendance at the Drop-in (held one Sunday per month, usually the second Sunday per month); and
- Attendance at Steering Group meetings held 4 times per year at 7:30 on a Thursday evening (2 hours per meeting).

### **Salary:**

London Living Wage (currently £10.55 per hour), approximately £5,000 per year before deductions

### **Main areas of responsibility:**

Reporting to the Project Co-ordinators, the Project Administrator will be responsible for the day-to-day management of the Drop-in. This will include:

- 1 Responsibility for all administrative aspects of the Drop-in including, but not limited to, keeping appropriate and up to date records and lists of guests in the agreed format, ensuring all paperwork is ready for the day of the Drop-in, filing all records, inviting guests to the Drop-in by text message

*Judaism for Today and Tomorrow*

### **A constituent of Liberal Judaism**

The Liberal Jewish Synagogue is a company limited by guarantee (Company No. 9113305)

and a registered charity in England and Wales (Charity No. 1159292).

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and preparing guests' tickets which are personalised (using mail-merge) to show each guest's entitlements on the day.

- 2 Attending each Drop-in, overseeing the set-up phase before the Drop-in opens alongside the Project Co-ordinators and, once open, overseeing the team of volunteers involved in registering guests.
- 3 Following each Drop-in, reviewing all notes made by the registration team and running appropriate checks to ensure that guests meet our eligibility criteria, including liaising with other Synagogue Drop-ins and solicitors and updating records accordingly.
- 4 Responding to enquiries (whether via telephone or email) relating to the Drop-in.
- 5 Undertaking casework where required.
- 6 Liaising with guests and volunteers as agreed.
- 7 Attending Steering Group meetings held 4 times a year on a Thursday evening and circulating notes of those meetings.
- 8 Undertaking discrete pieces of work such as putting together case studies, updating Drop-in policies and booklets and collating information as required from time to time.
- 9 Working closely with partner organisations and various stake holders including volunteers and members of LJS staff.
- 10 Upholding the Drop-in values at all times.

#### **Person specification:**

##### **Essential**

- An empathetic understanding of, or desire to learn about, the impact of the asylum process on the lives of asylum seekers.
- Sensitivity to the needs of guests and volunteers.
- Strong interpersonal and communication skills.
- The ability to work effectively as a member of a team.
- The ability to maintain professional boundaries, impartiality and confidentiality at all times.
- The ability to take responsibility for managing their workload.
- Excellent organisational skills.
- Strong attention to detail.
- At least an intermediate knowledge of Word and Excel.
- Ability to respect and work within the values and principles of The Liberal Jewish Synagogue.

##### **Desirable**

- Familiarity with the legal framework relating to the asylum process.
- Experience of managing a similar project and/or working in the asylum field.
- Experience of working with a vulnerable client group.
- Experience of working with volunteers.
- Foreign language skills.

Applications should be made by email to [samrcozens@gmail.com](mailto:samrcozens@gmail.com) , with a CV and covering letter setting out your relevant experience in meeting the skill set.

The **closing date for applications** is **5 pm on 19 April 2019**. Interviews will be held between 30 April - 10 May 2019 at The Liberal Jewish Synagogue. The ideal start date would be 12 June 2019, however, this may be negotiable for the right candidate. The successful applicant will be required to have an Enhanced DBS check and provide two references.