

Job Description

Position	Administrative Assistant
Salary	£7.83p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25 hours per week. To be worked between 9am-5pm Monday-Friday. Preferably to include Monday 9am-5pm, Tuesday 9am-12pm, Wednesday 9am-5pm, and Thursday/Friday 2.30-5pm (Paid for 30 hours of work inclusive of 5 hours volunteer/ training)
Placement Organisation	Leeds Refugee Forum, One Community Centre, Cromwell Street, Lincoln Green, LS9 7SG
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to step@pathyorkshire.co.uk and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, www.pathyorkshire.co.uk .
Job Start Date	As soon as possible

About the Placement Organisation

Leeds Refugee Forum (LRF) is a refugee led organisation directly supporting refugees and asylum seekers as they begin their new lives in the city. LRF aims to help refugees harness these skills to benefit other refugees, asylum seekers, refugee communities and the wider community. LRF identifies, inspires, develops, encourages and supports members of the refugee community. LRF supports the integration of refugees in to the wider community. This includes the provision and facilitation of English classes, job skills training, IT training and other courses to help refugees develop new skills and integrate into the local community and potentially find employment.

Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. *Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

Work Skills Development Opportunity

Supporting Leeds Refugee Forum with a range of administration tasks, including:

- Updating database
- Inputting class registers onto Excel
- Greeting and assisting visitors to the centre
- Answering the phone and providing information to clients
- Recording client enquiries
- Shredding confidential documents
- Assisting with the management of stock levels (e.g. stationery, cleaning products)
- Helping to ensure the centre is well maintained (e.g. some tidying and sorting of leaflets and equipment)
- Typing letters and documents

- Assisting with producing a newsletter
- Filing documents
- Sending emails
- Providing support to groups and classes (e.g. preparing teaching resources, setting up the room, helping with tidying up)
- Minute taking at meetings
- Assisting with the management and development of the One Community Centre
- Providing information to the Director as required (e.g. client/group information)

Personal Development

Further training and experiences may be gained as appropriate.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

QUALIFICATIONS & ATTAINMENTS	Essential Criteria	Desirable Criteria	Method of Assessment
			Application & Interview
SKILLS & COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Have good communication, teamworking, interpersonal and organisational skills	x		Application & Interview
Ability to use different IT packages including Excel and Outlook	x		Application & Interview
Good Numeracy and Literacy skills	x		Application & Interview
Have a passion for working with people	x		Application & Interview
Have the ability to work in a fast-paced environment;	x		Application & Interview
Ability to work independently, meet deadlines and priorities	x		Application & Interview
Ability to work to policies and procedures	x		Application & Interview
Ability to work on Reception desk	x		Application & Interview
Accuracy	x		Application & Interview
Ability to update database	x		Application & Interview
Ability to carry out administrative tasks such as filing, inputting data, typing letters etc	x		Application & Interview
KNOWLEDGE & EXPERIENCES	Essential Criteria	Desirable Criteria	Method of Assessment
Knowledge and experience of working with client group	x		Application & Interview
BEHAVIOURAL & VALUES	Essential Criteria	Desirable Criteria	Method of Assessment
Work in accordance with organisational policies and procedures of Leeds Refugee Forum and Path Yorkshire	x		Application & Interview
Pro-active approach to work	x		Application & Interview

Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

General Public

Factory Work

Other Agencies

Children

People with learning difficulties

Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

Indoors

Outdoors

Sitting

Standing

Walking

Office Accommodation

2. The training will involve

Lone Working

Working out on the Estate

Working underground

Climbing

Working on the Counter

Working in Void Properties

Bending

Manual Handling tasks

Working in confined spaces

Stretching

Working at Heights

Contact with discarded needles

Driving

Potentially working in a smoking environment

Cash Handling

Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.