



December 2020

Dear Applicant,

Thank you for your interest in applying for the post of Administration Officer (Glasgow) with Amina MWRC.

Due to the nature of the duties of this post, it is reserved for women only under Schedule 9, Part 1 of the Equality Act 2010.

Enclosed in this pack you will find the following information:

- Main functions of post & person specification
- Background information on Amina MWRC
- Guidelines for completing the application form
- Application Form
- Equal Opportunities Monitoring Form

Conditions of service for this post include the following:

- 28 hours per week
- Fixed term until Sept 2021 (likely to be extended subject to further funding)
- Annual leave of 37.5 days per annum - pro rata (inclusive of public holidays)
- Hours to include evening and weekend work where required for which time off in lieu will be awarded in agreement with line manager.

Amina MWRC is an equal opportunities employer and is strongly committed to increasing employment opportunities for black and ethnic minorities, women, and disabled people. If you need any special arrangements to be in place should you be called for interview, please let us know when you apply so that we can organise this.

Please note that the application form should be typed and **emailed** as an MS Word document to recruitment@mwrc.org.uk, with the subject heading of your email noted as the job title.

The closing date for applications for this post is 9am, Monday 11th January 2021.

Interviews will be held on Wednesday 20th January 2021.

Yours sincerely

Amina Recruitment Team

Citywall House, 32 Eastwood Avenue, Glasgow, G41 3NS Tel: 0141 212 8420

1/3, 6 Whitehall Crescent Street, Dundee, DD1 4AU Tel: 01382 787450

Greyfriars Charteris Centre, 138/140 The Pleasance, Edinburgh, EH8 9RR

info@mwrc.org.uk

www.mwrc.org.uk

Registered in Scotland No: SC432921

Scottish Charity No: SC027690

Job Description: Administration Officer (Glasgow)

Hours of work:	28 hours per week
Salary:	£17,290 per annum pro rata (35hrs FTE)
Location:	Glasgow Amina office
Holidays:	37.5 days per annum - pro rata (inclusive of public holidays)
Pension:	Mandatory group pension scheme based on employer contributions of 5% plus additional employee contributions
Reporting to:	Office Manager
Contract:	Fixed term until Sept 2021 (likely to be extended subject to further funding)

Background

Amina MWRC is a national organisation that works with Muslim, Black and minority ethnic women by giving them opportunities to have their voices heard, through different projects. Our service users improve their skills and become more confident in participating within their own, and wider communities.

Main Function:

To undertake the full range of administrative duties including reception duties; filing; utilising a full range of IT applications; and other duties as required. To provide administrative support to Project Officers and Senior Management.

Specific Duties:

The Administration Officer will be expected to on a day-to-day basis:

1. Provide a reception function to in-person and telephone callers, including answering simple queries and explaining different activities taking place at Amina, and directing relevant queries to concerned staff.
2. Ensure office systems operate efficiently and effectively, including quality control of external organisational communication, and other outgoing materials from Amina MWRC.
3. Ensure office physical and electronic filing systems, are in line with Amina's GDPR compliance requirements, are created and maintained in an in an easy-to-use and organised format.
4. Carry out a range of digital tasks, including word processing, database development and management (including Upshot), internet searches, and support the Communications Officer in maintaining Amina's website.
5. Office stationery stock maintenance.
6. Minute and note taking as required.
7. Set up meetings (physical and digital - Zoom/Teams) and appointments for staff including organising travel arrangements etc.
8. Organise administrative arrangements for conferences, seminars, and other events, such as booking venue hire, catering, maintaining attendee registers (physical and online such as Eventbrite), and contacting attendees.

9. Undertake cash handling as delegated in liaison with the Office Manager.
10. Support Office Manager with the management of personnel activities including recruitment, induction, maintaining holiday and absence/sick leave records.
11. Recruit, induct, support, and manage volunteers.
12. Organise and manage workshops for the Women's Friendship Group.
13. Undertake and manage the Health and Safety administrator duties.
14. Contribute to the business development of the organisation e.g, keeping the social media platforms and the website up to date; assist in the production, promotion and marketing of Amina MWRC's publications and products.
15. Provide administrative support to Project Officers, Managers, CEO on a regular basis.
16. Support the introduction and development of administration systems.
17. Demonstrate an active commitment towards equal opportunities and anti-discriminatory practice.
18. Deal with information in a confidential manner and respond with sensitivity to the opinions of others.
19. Any other relevant tasks, in line with the role.

Person Specification: Administration Officer

All of the following requirements will be assessed from a combination of information provided from the application form, the interview process and references:

Skills and Abilities	Essential	Desirable
Excellent verbal, written, communication skills with the ability to deal with a diverse range of people.	√	
Excellent organisational skills and the ability to manage a wide range of tasks with competing priorities and deadlines.	√	
Ability to use a range of functions in IT packages in particular Microsoft Word, Excel, Access, Publisher and Internet systems including Facebook, Twitter and Instagram.	√	
Ability to produce accurate written minutes and notes of meetings.	√	
Relevant qualification equivalent to SVQ Level 2 or NC in Administration.		√
Ability to work accurately and quickly under pressure	√	
Ability to deal with information in a confidential manner and respond with sensitivity to the needs and opinions of others	√	
Experience		
Experience of working in, or with the voluntary sector		√

Ability to develop good working relationships with potential partners		√
Experience of supporting volunteers	√	
Experience of establishing and maintaining an office filing system	√	
Experience of organising events	√	
Strong customer service skills and experience.	√	

This post is exempt for women only under Schedule 9, Part 1 of Equality Act 2010

All women regardless of faith and ethnicity are encouraged to apply

Only candidates with the right to work in the UK can apply

Amina MWRC Background Information

About Us

Amina is an award-winning organisation, recognised by Muslim communities and key partners within Scotland for its pioneering and responsive approach to addressing key issues and needs of Muslim women.

Having invested in this specialist area where there was previously a gap in services in Scotland, Amina is recognised as the national hub for gaining access to, and consulting with Muslim women across Scotland. The organisation has been instrumental in initiating and tailoring services to meet the particular needs of Muslim women to ensure that they are able to fully participate in society without fear of discrimination or inequality.

Founded on the principles of community development, our work is underpinned by community empowerment, participation and partnership working. Vital to creating a fairer Scotland for all, is our engagement work with Muslim women to ensure their voices are able and empowered to contribute to national policies and that mainstream agencies, government bodies and policy makers have an informed understanding of barriers preventing Muslim women from accessing services and participating in society.

The Organisation

Amina - the Muslim Women's Resource Centre opened to the public in April 2002. It held its Official Opening on November 1st 2002.

Staffing currently consists of Acting Co-CEO; Helpline & Development Officers; Violence against Women & Girls Officers; Project Assistants; Capacity Building Officer (Ward 6); Inspire, Connect & Enable Project Officer; Communications & Digital Media Officer; Emerging Futures Project Officer; Financial Inclusion Advocacy Officer; Administration Officers & Office Manager.

Funding comes from a range of sources including the Scottish Government, National Lottery Community Fund, University of Edinburgh, Edinburgh City Council, Ward 6 Community Choices, as well as fundraising and individual donations.

Amina - the Muslim Women's Resource Centre is managed by an elected voluntary Board of Directors. It is registered as a charity with OSCR – Charity no. SC027690 and Company limited by Guarantee registered in Scotland no: SC432921.