**THE ‘ASYLUM MATTERS’ PROJECT**

**RESEARCH & ADMINISTRATION OFFICER, NORTH WEST**

**Job Title: Research & Administration Officer**

**Location: Manchester**

**Hours: Part time (2 days per week, equivalent to 14 hours)**

**Salary: £19,000 full time equivalent, gross per annum (paid pro rata)**

**Leave: 28 days per annum (pro rata) and Bank Holidays (pro rata)**

**Contract: 12 month contract**

**Responsible to: Campaigns Project Manager, North West**

**Closing date: Monday 28 August**

**Interview date: Tuesday 5 September**

[Asylum Matters](https://cityofsanctuary.org/2017/04/20/city-of-sanctuary-hosts-new-advocacy-and-campaigns-project-asylum-matters/) is a new project that brings together and builds on the successful work of [Still Human Still Here](https://stillhumanstillhere.wordpress.com/) and [Regional Asylum Activism](https://regionalasylumactivism.org/) (RAA).

Asylum Matters works in partnership locally and nationally to improve the lives of refugees and people seeking asylum through social and political change. By mobilising and coordinating local, regional and national advocacy work, the project aims to increase the impact of campaigns to secure improvements in asylum policy and practice. The mandate of the project is to drive forward and secure the eight goals identified at the [Sanctuary Summit](https://sanctuarysummit2014.wordpress.com/) in November 2014.

The project has five Campaigns Project Managers, based in the North West, the North East, Yorkshire and Humberside, the West Midlands and Wales, who are managed by the Project Director based in London. All Asylum Matters staff will have employment contracts with City of Sanctuary, which is the hosting organisation for the project.

The successful candidate will support the North West Campaigns Project Manager to ensure the smooth running of the project in the North West and will assist in the implementation of strategies for promoting change locally and nationally. They will also carry out tasks to support the work of the wider Asylum Matters staff team, including research and the administration of events and training.

To that end, the successful candidate will be an effective communicator, able to field enquiries, and exchange information clearly with a broad range of individuals and organisations, including local and national refugee support organisations, decision makers and service providers, local activists, and members of the asylum and refugee community. They will be extremely organised and efficient, and have strong time-management skills, with the ability to multi-task, work flexibly and respond to an evolving work agenda. They will also be able to organise meetings and assist in the planning of events.

The successful candidate will be able to carry out a range of administrative tasks and will have excellent written English and IT skills. Experience of content managing websites and producing promotional materials would be an advantage, but full training will be provided. They will also have experience of planning and conducting research and presenting findings in report form. Familiarity with a range of research methodologies would be an advantage.

Please note that we are looking for the post-holder to work mainly on Thursdays and Fridays, but given the nature of the role we expect some flexibility, including working unsociable hours at times, such as evenings and weekends, in order to attend meetings or events.

**Job Description**

**Main Responsibilities:**

* Carry out administrative tasks, including fielding enquiries, drafting correspondence, filing and photocopying;
* Organisation of meetings and training, including diarising, writing invitations/ flyers, taking bookings, preparation of paperwork, note-taking, making room bookings, organising refreshments, and administering travel expenses;
* Assist in the planning and running of public events and action stalls;
* Attend occasional partner meetings, share updates on behalf of the project and report back to North West Campaigns Project Manager;
* Assist in the gathering of regional evidence and intelligence about the issues affecting refugees and people seeking asylum;
* Conduct desk-based research and field research (such as surveys and interviews) to support the project’s advocacy goals;
* Add content to and update the project website, prepare updates for newsletters and social media, and create event flyers and other promotional material.

**Organisational:**

* Support the projects’ activities in the region, and assist the North West Campaigns Project Manager in ensuring that it remains true to its aims and values;
* Take part in team calls and face-to-face team meetings with Asylum Matters staff as required;
* Work with the team to support progress on our advocacy goals;
* Ensure positive and mutually beneficial engagement with City of Sanctuary staff, as the hosting organisation, including taking part in City of Sanctuary team meetings where relevant;
* Maintain appropriate financial records and liaise with the North West Campaigns Project Manager regarding expenditure;
* Assist in ensuring proper monitoring and reporting of regional campaigns activities and support the Project Director in ensuring reporting to funders and any other independent evaluation;
* Induct and supervise any volunteers, including providing assistance and support to refugees and people seeking asylum who are taking part in our Spokesperson Project;
* Regularly report to the North West Campaigns Project Manager on progress on the activities you have been tasked to carry out;
* Bring difficult or contentious issues to the North West Campaigns Project Manager or Project Director, where appropriate.
* Undertake other tasks as relevant and commensurate with the post.

**Person Specification**

**Essential:**

1. Excellent English oral and written communication skills
2. Excellent administrative skills, with the ability to multi-task
3. Excellent IT skills, including familiarity with Word, Excel, Powepoint and Publisher applications
4. Ability to organise and minute meetings
5. Ability to conduct desk-based research and write clear, concise reports
6. Ability to write newsletter content, event flyers and other promotional material
7. Experience of setting up and maintaining effective record keeping systems
8. Ability to be proactive and flexible and to work independently
9. Understanding of and commitment to the values and aims of the project
10. Ability to travel within the UK
11. Ability to work unsociable hours, including occasional evening and weekend commitments

**Desirable:**

1. Knowledge of how the asylum system impacts on people seeking asylum
2. Direct experience of the asylum process or of working with asylum seekers, or experience of working with other marginalised communities
3. Experience of working on a campaign, or assisting in the delivery of an advocacy strategy
4. Ability to maintain positive working relationships with individuals and organisations
5. Experience of project management
6. Ability to use a range of research methodologies
7. Ability to edit and content-manage websites

**Application process**

Please fill out the application form and email your application to [estelle@asylummatters.org](mailto:estelle@asylummatters.org).

The **closing date for applications is Monday 28 August**.

**Interviews will be held on Tuesday 5 September** in Manchester.

We are sorry that we will are unable to provide feedback to unsuccessful candidates.