

Job Description

Communities Recruitment Administrator Cyrenians Communities

This is a new Role

Part time (16 hours per week).

Fixed Term for 1 year, with potential for extension.

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

Cyrenians has five residential communities, three of these are provide accommodation and support to vulnerable young people. The purpose of the Communities is to provide a safe and stable community environment for people to live, learn and develop together.

The City and Farm Communities in Leith and West Lothian provide accommodation for up to 15 young people who have experienced a tough reality, potentially as a consequence of family breakdown, homelessness, drug or alcohol issues or poor mental health. The Lotus Community, also in Leith houses up to 14 unaccompanied asylum-seeking children. Residents live alongside volunteers who act as peer mentors. Up to 14 volunteers live across these communities. They come from the UK, Europe and across the world, usually staying for six to nine months. Together they manage the day-

to-day domestic tasks and decisions within the building, which is their home. The process of being involved in decision-making empowers residents and helps to develop their confidence, skills and abilities.

Our unique approach to supported accommodation helps people to develop their skills through ongoing support and opportunities for personal development, with the key outcomes being;

- To significantly increase the ability of people to live more independently in the future including reducing and where possible, ending dependency on housing support and welfare
- To increase the contribution people want to, and can make to wider society through volunteering and, if possible formal work experience, training and education
- To improve the ability of people to access community resources and networks such as libraries, GPs, social activities etc.

2 Main Aims of the Role

The Communities Recruitment Administrator will support the volunteer recruitment process as the first point of contact for inquiries and applications. The majority of this role is allocated to providing recruitment support. With some additional time being allocated to the Service Manager to provide general administrative support to the Communities.

The role will involve:

- Working across different office locations including Farm Community, Norton Park Head Office and occasionally the City Community or from home.
- Building positive relationships with internal and external stakeholders.
- Maintaining and monitoring the volunteer and recruitment records ensuring data protection/GDPR and other policies are followed.

The role requires a personable, approachable and helpful individual with strong organisational and communication skills, and an eye for detail.

3 Tasks and Responsibilities

Key recruitment administration duties:

- Answering inquiries to the recruitment mailbox
- Updating volunteer role details on listings websites
- Requesting references and scheduling interviews
- Collating and compiling volunteer paperwork including agreements, certificates and references
- Maintaining volunteer expense records
- Supporting the administration of visa sponsorship for volunteers

- Processing PVG applications and acting as signatory.

Other Duties:

- Providing administrative support to the Senior Keyworker at the Farm Community.
- Providing administrative support to the service manager in relation to recording Health and Safety information.
- Recording minutes of meetings
- Supporting the implementation of new documentation and data collection.

4 Person Specification

Knowledge & Experience	
Able to use Word, Excel and Outlook to a high level of competency	Essential
Knowledge of the issues that lead to homelessness	Desirable
Experience of residential or long-term volunteering	Desirable
Previous experience in a front-facing role	Essential
Experience in an administration role	Essential
Experience of data entry, data collation and extrapolation	Essential
Skills	
Excellent organisational skills with an eye for detail in order to successfully complete routine administration and mechanistic processes	Essential
Excellent interpersonal skills and telephone manner in order to interact, on a daily basis, with a wide range of stakeholders including potential volunteers, partnership organisations, universities and volunteer supporting organisations.	Essential
High levels of accuracy when inputting data and using this data for reporting	Essential
Approach	
Methodical and conscientious	Essential
Can work well under pressure	Essential
Excellent communicator, both written and verbal	Essential
Ability to work in a busy environment	Essential
Able to work independently with a minimum of supervision	Essential
Respectful of confidentiality of personal matters pertaining to service users, volunteers and colleagues	Essential
Qualifications	
Higers and/or equivalent relevant qualifications	Essential
Full driving license	Desirable

Circumstances	
Able to work flexible hours in line with the requirements of the Service	Desirable
Access to own transport	Desirable

5 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenian Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Senior Recruitment and Development Worker
<u>Liaison with:</u>	Communities Service Manager
<u>Reporting:</u>	Report against work plan at regular support and supervision meetings
<u>Workplace:</u>	Edinburgh based, with some travel as required
<u>Working Hours:</u>	16 hours per week (part time)
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata
<u>Salary:</u>	£19,509 - £21,386 per annum pro rata (SCP15 - 19). This equates to a pro-rata salary of £8,436 for a 16 hour week at SCP15.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	Not required.
<u>Contract</u>	Fixed term for 1 year in the first instance

6 Application deadline and Interview dates

<u>Closing date:</u>	12 noon on Monday 26 th July 2021
<u>Interview date:</u>	Monday 2 nd August 2021
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.