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| **Job Title**: | Integration Assistant | **Grade:** | G2.1 |
| **Reports To:** | Refugee Integration Service Manager |  |  |

**Overall Job Purpose**

# To provide direct administrative support to management and staff working on the New Scots Integration: a pathway to social and economic inclusion project under the Asylum, Migration and Integration Fund (AMIF). Ensuring efficient and effective administration processes are in place to meet audit requirements and benefit the whole organisation.

# Key responsibilities

* Provide secretarial and administrative support for the AMIF project and organisation
* Undertake and co-ordinate projects under AMIF funding
* Provide effective database management
* Provide support for events as required
* Work within the Integration services team to ensure all key deadlines are met
* Assist in the compilation of statistics and reports
* Assist the AMIF Programme Manager and Monitoring and Evaluation Officer in meeting the funding audit requirements.

**Other Duties**

* Ensure that work is carried out in accordance with Scottish Refugee Council’s values, equality aims, policies and procedures
* Provide appropriate support to volunteers as required
* Attend meetings and take minutes/action notes as required
* Develop skills and undertake responsibilities which will fulfil the purpose of the role and support the success of the project and organisation
* Participate in and contribute to organisational/team meetings as required. Provide reports for senior staff and management
* Undertake any other appropriate duties as required
* Travel to other locations as required to provide administration/event support.

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| **Quality** | **Essential** | **Desirable** |
| Education and Training | Standard/Higher grade, or equivalent qualifications, including English, or be able to demonstrate equivalent experience | HNC Business Administration or similar |
| Job Experience and skills | * Experience in a busy office environment * Good communication skills * Excellent IT skills and experience of using Microsoft Office, including Word, Databases, Outlook, PowerPoint and Excel to an intermediate level * Proficient in touch typing * Competent in taking minutes and action notes * Database management experience * Ability to prioritise workload and work to tight deadlines * Project administration experience | Experience of working in the voluntary sector  Event management experience  European Audit experience |
| Personal Qualities | * Able to work well on own initiative and as part of a team * Confident when dealing with senior staff * Ability to recognise others’ workload and offer appropriate assistance * Able to project a smart and professional image * Able to work out with normal hours and flexibly on an occasional basis as required * A commitment to the work of Scottish Refugee Council and to the principles of equal opportunities |  |