



Administrator

Location: Edinburgh

Contract Type: Part-time, Permanent

Hours per Week: 14-21

Salary: £22,000 pro-rata

Start: March 2024

Closing date: Friday 1 March 2024

Interview date: w/c 4 March 2024

About the Homeless World Cup Foundation

The Homeless World Cup Foundation supports a network of c.70 local grassroots projects around the world. While we are most famous for organising and delivering the annual Homeless World Cup tournament, we also aim to support and develop grassroots projects that utilise football as a tool for social change.

Purpose of the Role

As Administrator you will be responsible for the smooth day-to-day operation of the organisation including general office administration and premises management, as well as HR and H&S related tasks. In addition to this, you will support colleagues in a number of key areas around the annual Homeless World Cup tournament including travel booking, volunteer management, pre-tournament database management, and preparation of relevant tournament documentation.

The Administrator will work closely with the HWCF staff team and board, finance support company, building tenants, contractors and suppliers, and volunteers.

You will be reporting to the Chief Operating Officer.

Main Duties and Responsibilities

General office administration

1. Manage and ensure office systems and processes are operating efficiently and effectively
2. Diary management and organising meetings
3. Making travel arrangements (flights & accommodation) for staff and volunteers

Office administration

4. Monitoring and ordering stationery & office supplies
5. Acting as point of contact for IT issues, liaising with IT support company
6. Liaising with suppliers, ensuring HWCF secure best value contracts
7. Monitoring and management of software subscriptions e.g. smartsheet, dropbox, etc
8. Answering office phone, directing calls and taking messages
9. Inputting data and general administration of database, creating new records, amending existing, ensuring compliance with GDPR
10. Filing / scanning of records



HR and H&S

- 11. Organising recruitment processes (staff and interns)
- 12. Liaising with HR Support Company on HR related matters
- 13. Liaising with H&S Support Company on H&S related matters

Tournament administration

- 14. Booking travel for staff and referees in relation to regional activities and the Homeless World Cup tournament
- 15. Assisting with pre-tournament accreditation information e.g. gathering and input of data
- 16. Assisting with pre-tournament database management e.g. helping to gather and input travel, dietary, medical information from teams
- 17. Assisting with international team and international volunteer management, either on site during tournament or remotely from office
- 18. Helping to prepare and send tournament documentation to teams and international volunteers e.g. invitation letters, visa letters, participation agreements, code of conduct, certificates, volunteer handbook etc.
- 19. Supporting guest management at tournament e.g. sending out invitations and preparing guest information

Premises

- 20. Liaising with office cleaners, utility suppliers, refuse collection, council re rates etc
- 21. Ensuring all required safety certificates through arranging annual testing of alarm system, fire extinguishers, PAT testing etc
- 22. Overseeing monthly fire alarm sounder test and 6 monthly fire evacuation drill
- 23. Acting as point of contact for building related queries of sub-tenants
- 24. Monitoring and ordering shared premises supplies
- 25. Arranging building repairs by plumbers, joiners etc. as required

General Service Delivery and Administration

- 26. Support colleagues and other domains as may be reasonably required
- 27. Conduct yourself in line with HWCF's policies, procedures and standards

Person Specification

	Essential/ Desirable
Qualifications:	
Relevant professional qualification or experience in HR, administration or business management or equivalent	Desirable
Experience & Knowledge:	
Demonstrable experience in an administration role	Desirable
Previous experience of financial administration, budgeting, funding applications and compliance	Desirable
Experience working with/ managing volunteers	Desirable
Interest in social equality and the power of sport to create social change	Essential
Knowledge and understanding of the causes of homelessness	Desirable
Skills & Abilities:	
Strong command of the English language in a working environment	Essential
Excellent organisational skills with high attention to detail	Essential
Excellent written and verbal communication skills	Essential
Ability to work in a busy environment	Essential



Ability to be flexible and adapt to changing priorities	Essential
Able to work independently and on own initiative with minimum supervision	Essential
Ability to work in and with a diverse, multinational team	Essential
Excellent interpersonal skills and ability to liaise effectively with people from various backgrounds	Essential
IT literate with excellent knowledge of MS Office applications	Essential
Strong numerical skills	Essential
Familiar with accounting software (e.g. Xero) and knowledge of databases (e.g. Salesforce)	Desirable
Language skills	Desirable
Willingness to travel occasionally	Desirable
Willingness to work on occasional evenings and weekends	Essential
Commitments:	
Commitment to HWCF's mission, vision and values	Essential
Commitment to equality of opportunity and diversity	Essential

Application

Closing date for applications is midnight, 1st March 2024.

Interviews will be held the week commencing 4th March 2024.

Please send your CV and Covering Letter to administration@homelessworldcup.org or post it to Homeless World Cup Foundation, 1 Broughton Market, Edinburgh, EH3 6NU.

Successful candidates must, by the start of the employment, have permission to work in the UK.