



LATIN AMERICAN WOMEN'S AID - LAWA JOB DESCRIPTION

Position	Administrative Secretary
Line manager	Executive Director
Salary	£28,000 equivalent of a full time job of 35 hours Fixed term contract
Time dedication	Part time - 21 hours
Benefits	20 days of annual leave plus 8 bank holidays 2 weeks of customary leave in December Availability of flexible working hours upon agreement A Perkbox account – giving you instant 24/7 access to more than 250 perks, including free drinks, cinema tickets, shopping discounts, online GP appointments, mental health support line, fitness classes, learning courses and much more.
Location	LAWA's Offices in Hackney, London.

Job purpose:

Latin American Women's Aid is a community-based women organisation supporting Latin American and other Black and Minoritised women and children survivors of different forms of gender-based violence, mainly Domestic Violence.

The role will enable Latin American Women's Aid (LAWA) to adequately conduct its business, and more specifically, to manage LAWA's main office and support the admin tasks of LAWA's main office and support to three refuges. The role will also provide administrative support to SMT and support the Finance Officer to maintain and update filing systems with expenses and related files.

Main Duties:

- To ensure the smooth running of LAWA offices. Including implementing/ re structure, new procedures and administrative systems.
- To provide high-level clerical support to the executive, director, or department head-level employee.
- To develop and write own work plan according to duties
- To support the Finance department with expenses record keeping and filing systems.
- Support staff with Admin requirements.
- Collect, record and distribute mail.

- To be responsible for logging or processing bills, expenses and invoices
- To be responsible for the management of the petty cash.
- Acting as a receptionist and/or meeting and greeting clients
- Effectively handle highly confidential information using tact and discretion
- To organise staff meetings and minutes taking. Arranging and scheduling appointments, meetings, and events.
- To be responsible for the equipment at LAWA, including up-keep and repair.
- Liaising with our IT support, when required and ensure update anti-virus programmers and Word licenses for all LAWA's PCs are up to date.
- Welcome new staff members and provide the information and induction package.
- To be responsible for ordering office supplies, stock, stationery and equipment.
- To develop and be responsible for the maintenance of effective filing systems.
- To be responsible for the continuous improvement and maintenance of electronic and manual records on issues regarding personnel, office administration and membership.
- To be responsible for keeping and updating membership records of LAWA.
- To liaise with external cleaning services in order to maintain the office and the refuges in order.

Supporting duties:

- Organise internal and external events (preparing and sending invitation, hire a room etc.)
- Organise the recruitment process for staff members, placing advertisement, organise interviews etc.
- Participate in the induction program given to new staff and volunteers as delegated by the director.
- Comply with the legal requirements of Companies House and Charities Commission.
- Comply with all of LAWA's policies and procedures and contribute to their review.
- Assist in any reasonable duties, which may be required in pursuance of LAWA's objectives.
- In areas of day-to-day management of the refuge e.g. rental payments, maintenance issues, H&S issues etc. in liaising with the refuge manager.

Other related duties:

- Attend supervision with Line Manager and work as part of a team.
- Take up training opportunities in areas relevant to the job with prior agreement with the Director.
- Attend Trustees meetings when required.
- To work at all times with the best interest of LAWA in mind and to avoid any action that may cast LAWA and/or its activities into disrepute.
- To comply with the organisation's aims and objectives, equal opportunities policy, confidentiality policy and all other relevant policies and procedures at all times.

- To undertake any other duties related to her role as may be required.

Flexibility Clause: From time to time, the post holder will be required to undertake duties that are consistent with the work of LAWA. The post holder must be flexible and be able and willing to take on such duties, which are not significantly out with the scope and the nature of the role.

Person specification

Requirement	Level
Background on Administration/Accountant/similar fields	Essential
At least 3 years of experience in a similar role	Essential
Extremely proficient with Microsoft Office Suite/ Including excel	Essential
Exceptional communication skills and time management skills	Essential
Understanding of clerical procedures and systems such as recordkeeping and filing.	Essential
Ability to work independently and reliably	Essential
Flexible and adaptable in various situations and when interacting with many different personalities	Essential
Ability to organise and prioritise tasks including delegation of tasks when appropriate	Essential
Knowledge of, or ability to quickly acquire, familiarity with the roles and function of the assigned department, and any specifically applicable laws or guidelines	Essential
Proficiency in English	Essential
Proficiency in Spanish and/or Portuguese	Desirable
Experience in the field of Human Resources	Desirable

LAWA aims to be an Equal Opportunities employer. In light of the nature of work and focus of LAWA, the organisation **considers the candidate's race and gender**, to be an occupational requirement in accordance with Parag. 1, Schedule 9, of the Equality Act 2010.

This post is open **only** to Latin American and other Black and Ethnic Minoritised Women.

Please note that we are not able to sponsor any work permit or visa. No agencies.

To apply please send your CV and a cover letter to recruitment@lawadv.org.uk.

In the email subject, please indicate the post you are applying to.

Deadline: 31st, July 2021 – We reserve the right to close earlier if the right candidate is appointed. If you fit the profile and are interested, we strongly encourage applying early.