**RAY (Refugee Action York) is seeking to recruit an Administrator (20 hours)**

**Hours:** 20 hours per week, Monday to Friday, 9am-1pm

RAY delivers a monthly service on Sundays and you will be required to take part in that service which involves a 6-7 hour working day. Hours worked on this day will be factored into your monthly hours but you would be expected to balance your hours in the remaining weeks of the month

**Salary**: NJC Scale (SCP 7-11) equating to £10.41-11.27 per hour

**Location:** RAY does not have an office base – staff work from home, with meetings held generally by Zoom, but occasionally these may be held in person in locations close to the City Centre

This post is available for a minimum of 12 months

**RAY** is a small registered charity providing support and information to refugees, asylum seekers and migrants living in and around the city. RAY's vision is for all refugees, asylum seekers and migrants to be welcomed and fully accepted into local and regional communities, where they can feel safe and empowered to rebuild their lives.

**Summary of role:**

This role will be responsible for general administrative support to the RAY staff team

**Key tasks are:**

* To respond to general telephone and email enquiries to RAY and direct to appropriate staff member
* To respond to offers of donations of items to RAY users, liaise with potential recipients, and coordinate collection/delivery as required
* To supervise and develop the Lamplight database system, liaising with other staff to ensure that meaningful data is captured and appropriate reports can be made available for funders
* To assist in liaising with service users over transport needs and to book taxis
* To provide support at the monthly Hub session, including welcoming guest speakers, liaising with taxis, and monitoring refreshment supplies
* To liaise with payroll services with accurate financial information relating to staffing, changes in staff salaries or hours
* To maintain petty cash records, debit card payment records and records of all financial donations
* To ensure that records, registers and contact details are recorded, keptup-to-date and stored securely,for the purpose of information retrieval, statistical monitoring and report preparation

For more details and an application pack, please visit <http://www.refugeeactionyork.org/vacancies>

Closing date 28th February. Interviews will be held 18th March.

If you have any queries, please email carrie@refugeeactionyork.com or ring 07545 060694