

North West Migrants Forum

Job Description:

Programmes Administrator

Responsible to: Chief Executive Officer

Salary Grade:

NIC Scale 5, Pt 18
(£32,161)

Contractual hours:

Full-time; (37.5 hours a week)



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Main Function

The Programmes Administrator is responsible for providing critical high-level administrative support to key programmes and projects, including the Intercultural Cross-border Inclusion Programme (ICIP) and Black Heritage in NI (Hidden History) Project.

The role is pivotal and involves a diverse range of responsibilities, including managing communication flow, scheduling meetings, handling information requests, and performing various office duties.

The holder of this post is employed by **North West Migrants Forum**.

The Programmes Administrator role is part-funded by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB) and part-funded by the National Lottery Heritage Fund.

PEACEPLUS is supported by the European Union, the UK Government, the Northern Ireland Executive, and the Government of Ireland.

Key Responsibilities:

- Act as an initial point of contact for Programmes and Projects staff, stakeholders, delivery partners and service users.
- Manage information flow in a timely and accurate manner.
- Assist with managing senior staff calendars and scheduling meetings.
- Make programme/project-related travel and accommodation arrangements.
- Act as an office manager by maintaining office supply inventory.
- Format information for internal and external communication, including memos, emails, presentations, and reports.

Other Duties:

- Take minutes during meetings.
 - Screen and direct phone calls, as well as distribute correspondence.
 - Maintain office filing systems.
 - Greet and welcome visitors to the office.
 - Arrange and organise meetings and events.
 - Handle mail and manage filing systems.
 - Perform basic bookkeeping and clerical tasks
 - Work with Programme/Project teams to prepare and/or edit various documents including expense reports, memos, and invoices.
 - Work with Finance Officer and Programme/Project teams to create and manage spreadsheets, databases, and presentations.
 - Negotiate with vendors for services and supplies.
 - Manage office equipment and communication systems.
 - Maintain professionalism and strict confidentiality with all materials.
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- As part of NWMF's staff team, the Programmes Administrator will support and advocate for NWMF, its mission, aims and activities. They will also contribute to the

overall success of the organisation, performing other tasks as required, commensurate with the role.

- They will be familiar with, and abide by, all NWMF Policies, including but not limited to, Equal Opportunities, Lone Working, Dignity at Work, and Health and Safety.

Skills, Qualifications and Experience:

- The Programmes Administrator should be educated in a relevant field (e.g. business administration or management) to at least Level 5 of the Regulatory Qualifications Framework (RQF) or Level 7 of the National Framework of Qualifications (NFQ). They should have at least two years' experience in overseeing budgets and expenses, with at least three years' experience developing internal processes and filing systems.
- They must have a commitment to the NWMF's aims and objectives, along with a wider affinity to our purpose, ethos and vision.
- They must also have:
 - excellent English written and verbal communication skills
 - outstanding time-management skills, with an ability to organise and coordinate multiple concurrent projects
 - proficiency with office productivity tools
 - aptitude for learning new software and systems.
- They must be a flexible team player, willing to adapt to changes and unafraid of challenges.
- They must be able to maintain confidentiality of information related to Programmes/Projects, delivery partners, NWMF and its employees.

Hours of Working:

The Programmes Administrator will be required to work 37.5 hours per week, with some evening and weekend working occasionally required. The post will be based at the NWMF office in Derry.