

Job description and person specification:
OPERATIONS ADMINISTRATOR



Job Title:	Operations Administrator
Accountable to:	Operations Manager
Location:	Homeworking with quarterly travel to London Candidates must have the right to work in the UK
Salary:	Living Wage: £18,018 - £20,111 per annum (depending on location)
Hours:	35 hours per week (part-time / flexible working will be considered)
Contract:	12 months (with the possibility to extend at the end of this period depending on funding)
Benefits:	Annual leave entitlement of 28 days per year (pro-rata) plus 3 personal development days per year; pension scheme with 6% employer contribution; access to training for professional development

About IMIX

IMIX supports the refugee and migration sector to shift public attitudes on migration and create an open and welcoming Britain for people who make the UK their home. We believe that public attitudes towards refugees and migrants will only improve by working collaboratively to influence the political, media, and public debate.

Job purpose

The Operations Administrator will support the team in the day-to-day delivery of its work. They will be an integral part of the work behind the scenes that keeps the organisation running smoothly. This includes everything from ensuring the team have what they need to deliver training programmes across the country that give people with lived experience the confidence to speak to the media, through to processing invoices or helping with a social media campaign. Responsibilities will be varied, and the role provides a great opportunity to learn about organisational management in a small charity setting as well as insight into professional communications.

The successful applicant should have excellent attention to detail and be able to organise a variety of tasks. They will receive ongoing guidance and training to ensure they have the support needed to do the job but due to the nature of working remotely, they will need to be self-motivated and able to work independently. A good command of English is essential, but we actively welcome applications from people who speak English as a second language -- we value the additional language skills they would bring to the role.

IMIX is an equal opportunities employer, and we are committed recruiting diverse candidates to ensure our team reflects the communities we work with. We particularly welcome applicants with lived experience of the UK immigration system.

Main duties and responsibilities

1. Data Management – assist in keeping internal databases up-to-date and with the collection of data in preparation for reporting to the board and funders
2. Training – assist with the coordination of training events (both virtual and face-to-face), keeping attendance records and capturing feedback from participants
3. Finance – assist with the processing of invoices and expenses and keeping accurate financial records
4. Governance - assist with drafting, implementing, and managing policies, processes and procedures
5. Meetings and Travel – coordinate and book travel and provide diary management to the team
6. General – provide adhoc support to the team with special projects and campaigns as required

Person Specification

Essential

1. Some experience in a similar role providing administrative support to a team
2. Well organised with the ability to plan, prioritise, and deliver within agreed timelines
3. Proficient at using Microsoft Office Suite or similar (especially Teams, Outlook, Word and Excel or equivalent) and comfortable learning web-based applications (such as Survey Monkey, Eventbrite etc.)
4. Good verbal and written communication skills with the confidence to communicate clearly with a variety of stakeholders
5. The ability to work effectively as part of a close-knit, small organisation that has a strong focus on outcomes
6. Willingness and motivation to learn and develop in the role
7. A commitment to the rights of migrants and refugees in the UK

Desirable

1. Experience working in a charity setting
2. Lived experience of migration
3. Interest in Communications and an understanding of social media