



delivering cutting edge services
to end violence against women and children

Dear Applicant

This application pack includes

- Information for applicants
- About **nia**
- Advert
- More about this post
- Job Profile
- Person Specification

If you are interested in applying for the job, please download an application form. **When completing it please relate your application to the requirements stated in the person specification**, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for ' via email to administrator@niaendingviolence.org.uk or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia** (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

Karen Ingala Smith
Chief Executive



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INFORMATION FOR APPLICANTS

OUR APPLICATION AND OUR RECRUITMENT PROCESS

Applying for a job

nia's recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for **nia**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you have to fulfil each point of the person specification, demonstrating your abilities by telling us about your experience.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for.

Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.



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Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied). You may wish to continue your application on one or more separate sheets, which should be attached to the application form. The additional information section should contain no more than 1000 words.

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to nia on time **and keep a copy.***

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

Shortlisting

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification, and applicants who meet these requirements are shortlisted for interview. **Only information contained in the application will be considered in making the decision to shortlist.**

Interviews

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

Feedback

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please email Rachel Evans, Central Services Manager who will be pleased to arrange this for you.



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nia has been delivering services to women and children who have experienced domestic and sexual violence for over 40 years.

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of marginalised groups and those who experience multiple disadvantage, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.
- **London Exiting and Advocacy Project, (LEA)** - offering outreach and one-to-one support to women involved in prostitution. **The LEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also



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supported through access to employment training, education, volunteering and sustainable employment.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate three different IDVA services in Haringey, Hackney and Newham where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.
- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **The Huggett Women's Centre** run in partnership with DABD and BDCVS in Dagenham for women and girls.

nia is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

Training and Groupwork

We can provide training and groupwork to agencies, professionals, women's groups and young women.

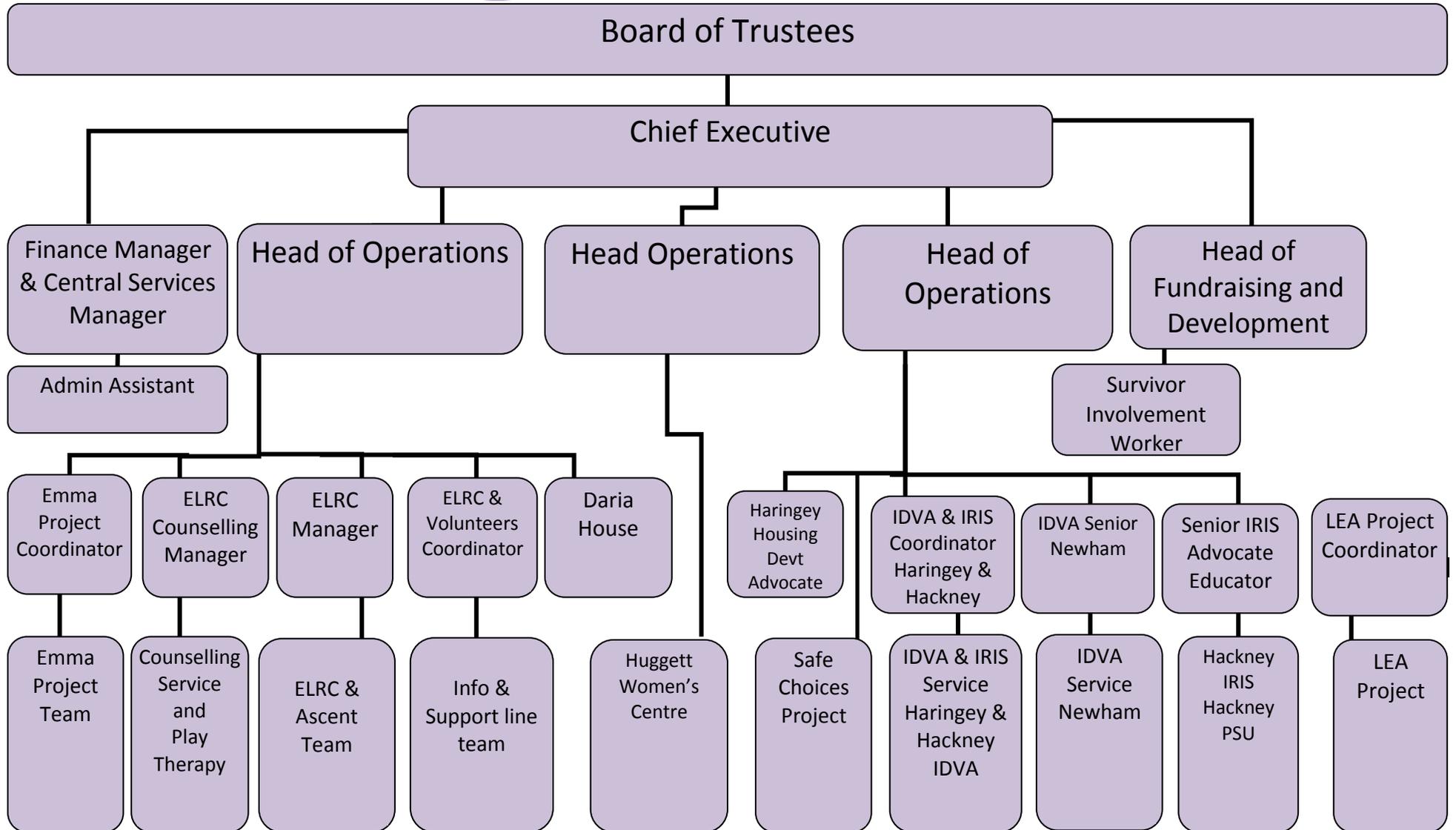
- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

How to contact us

www.niaendingviolence.org.uk
info@niaendingviolence.org.uk

Address: P.O. Box 58203, London, N1 3XP
Telephone 0207 683 1270

Registered Charity Number 1037072
Registered Company Number 02673624



Advert

nia provides a wide range of services for women and children who have experienced sexual and domestic violence. The organisation has three main aims: to provide services for women, girls and children who have experienced men's violence; contributing to ending male violence against women and girls, and to inform and influence policy and public awareness.

Our Central Services team has responsibility for Finance, Facilities and central administration and provides the management team with HR support.

We are seeking to recruit to the following post:

Post Title: **Admin Assistant**
Team: Central Services
Hours: 30hrs per week
Salary: £17,142 - £19,285 (£20k - £22.5 pro rata)

We are looking for someone who is organised with a flexible approach to work in our busy Head Office to help ensure that all of the services run efficiently, be a team player with the ability to work independently. Previous experience in an office based environment would be an advantage. The Admin Assistant will be responsible for providing high quality support to the Central Services team to ensure the effective and efficient operation of the central admin and finance function within the organisation

Admin Duties:

You will be responsible for providing a courteous and efficient reception service. Answering and redirecting telephone phone calls, respond and distribute emails, faxes, ordering of office supplies. Provide recruitment administration and other general administrative duties

Finance duties

You will be responsible for all purchase ledger transactions, including receipt of orders coding costs, posting invoices, prepare payments to suppliers, approve and deal with supplier queries, reconcile accounts, Credit Control Via telephone / Email , undertake general finance administration and other ad hoc duties. Knowledge of SAGE Accounts desirable.

We're looking for an exceptional woman to join our team. You will be a highly organised and self-motivated feminist who is passionate about ending male violence against women and girls. You'll have a 'can-do' approach and demonstrable commitment to **nia's** feminist approach to supporting women and their children.

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – you must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

To apply please visit our website www.niaendingviolence.org.uk and download a job profile and application pack. CV's will **not** be accepted. Applications can be returned via email to administrator@niaendingviolence.org.uk or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia**, P.O Box 58203, London, N1 3XP.

Closing Date: 10am, 7August 2017
Interview Date: 24 August 2017

The post is subject to an enhanced vetting and barring check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

JOB PROFILE

Position Title:	Admin Assistant
Team:	Central Services
Hours:	30 hours per week
Salary:	£17,142 - £19,285 (£20k - £22.5 pro rata)
Line Manager:	Central Services Manager

THE ROLE

- The Admin Assistant is responsible for providing finance and administrative support to the Central Services Team who works for the whole organisation.
- The Admin Assistant will be expected to carry out a wide range of financial, organisational and administrative tasks, and to liaise confidently with project staff, service users, suppliers and voluntary, public and private sector organisations

A. AIMS OF THE POSITION:

- To ensure the effective and efficient operation and development of **the nia project** in order to assist women and children who have experienced gender based violence
- All employees and volunteers are required to adhere to, and work in a manner which positively promotes the aims and objectives of the organisation

- **B. SPECIFIC AREAS OF RESPONSIBILITY:**

Finance Administration

To assist the Finance manager to manage day to day bookkeeping of financial transactions:

- Inputting of supplier invoices and to produce sales invoices on SAGE Line 50 Accounts
- To assist the Finance Manager with the end of month accounts and in the preparation for the end of year audit.
- To run the Purchase Order system and ensure all items on orders have been received correctly and coded in liaison with budget holders
- To obtain quotes for goods and services, including travel in accordance with financial procedures
- To scrutinise and check invoices for accuracy, check goods and services have been received
- To assist the Finance manager with Housing Benefit and Service charge process, checking, filing and correspondence

Central Administration

- To provide a telephone and reception function ensuring an accurate, efficient and polite service to all users
- To operate, maintain, and developing administrative systems at **the nia project** (computerised and manual).
- To maintain diary system using shared electronic diary on Microsoft Outlook



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- To open, record and distribute all incoming post and prepare all outgoing post
- To communicate effectively both verbally and in writing in a professional manner
- To deal with enquiries from service users and outside agencies and redirecting calls to the appropriate service
- To prepare relevant booking, ordering and monitoring of goods and services
- Typing of correspondence as requested
- Coordinating meeting agenda, take minutes and distribute as requested
- Act as Fire Warden and first aider (appropriate training will be provided)
- To work with the Central Services Manager to prepare HR records and assist with the organisations recruitment process
- To work with the Central Services Manager in co-coordinating health and safety, maintenance and security
- Setting up meeting rooms (booking rooms, setting up refreshments as required, clearing up after the meeting etc)
- Assisting the Central Services Manager as requested

CEO and Fundraising support

- Offering refreshments to CEO visitors, including meetings with external attendees
- Coordinate provision of refreshments at board meetings
- Write emails of thanks to small/individual fundraisers, manage e-donation accounts, coordinate responses to donors running events and fundraising activities eg sponsorships.

C. GENERAL:

- Acting in accordance with **nia's** policies and procedures
- Work in a manner which positively promotes the aims and objectives of the organisation.
- Positively upholding and promoting **nia's** feminist ethos and commitment to equality, diversity and anti-discriminatory practices
- Ensure effective communication with other teams in **nia**
- Compliance with the Health and Safety at Work Act, and taking reasonable care of personal safety and that of other persons and resources whilst at work
- Attend and participate in regular training when required
- Attend and participate in regular supervision, staff and other meetings as necessary and attending management committee meetings when required.
- Participate in the Out of Hours service
- Carrying out your own administrative duties
- Undertaking any duties consistent with the post as may be reasonably requested by the Senior Managers, the Chief Executive and Board of Trustees
- Developing and ensuring user participation within and external to **nia**

Please note this job description is intended to outline the main duties of the post and may change as the post, service and organisation develop

PERSON SPECIFICATION Admin Assistant

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 1000 words).

		A	I	T
1	A thorough understanding of administrative tasks within a busy office.	X	x	
2	Knowledge of the issues facing women, children and young people affected by violence against women	x	x	
3	Able to operate a telephone first response to women who have experienced male violence against women in non-judgemental, non-directive and anti-discriminatory approach to empowering women		x	
4	Experience in performing a wide range of administrative tasks including handling incoming and outgoing post, answering the telephone, taking minutes and fully organising meetings, keeping records, ordering stationery and distribution	x	x	x
5	Excellent organisational skills to enable the smooth running of the office (policies, systems and filing).	x	x	
6	Numerate and experience of manual or computerised finance systems	X	x	
7	Some experience whether in a personal or professional capacity of coordinating fundraising data		x	x
8	Self-motivated and a willingness to accept responsibility, co-operative, and a flexible attitude to work, routine and tasks		x	
9	An ability to work calmly under pressure with excellent time management skills. An ability to use initiative		x	x
10	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> • with service users and statutory, voluntary and other stakeholders • verbally and in writing • advocating for service users, raising awareness of violence against women and girls and representing nia 	x	x	x
11	Excellent IT skills – a good understanding of Microsoft Office, particularly Outlook, and the ability to develop skills in reference to and office and financial systems.	x	x	
12	Evidence of continuing professional development and relevant professional qualifications/ training	x		
13	Able to work evenings and weekends occasionally when required		x	
14	Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands		x	x
16	High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others		x	
17	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives	x	x	x

The post is subject to an enhanced vetting and barring check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

Key to table

A	Application areas will be used to shortlist
T	Test
I	Tested at interview stage