

Migration Exchange Programme Support Officer

Job Title: Programme Support Officer

Salary: £25-26,500 (pro-rata)

Hours: Part time (0.6 FTE)¹

Benefits: 25 days' holiday plus bank holidays (pro rata), 6% pension contribution and personal development leave.

Reporting to: MEX Programme Manager

Location: Home-based in the UK²

This is a permanent role subject to the successful completion of a three-month probationary period.

Background:

[Global Dialogue](#) is an independent, international platform for philanthropic partnership which enables innovative and collaborative philanthropy, enabling funders to work together and realise ambitious goals and create lasting change. We host donor networks and collaboratives, including [Migration Exchange](#) (MEX), an informal network of independent funders. Established a decade ago, and hosted at Global Dialogue since 2015, MEX aims to improve the lives of people who migrate, and receiving communities in the UK, by informing public debate on migration and supporting welcoming communities.

MEX has recently recruited Co-directors who will begin working together in May 2022. We are excited to be recruiting two more team members to join us – a Programme Manager and Programme Support Officer.

If you have excellent administrative skills and would relish the challenge of working to create an improved landscape for migration in the UK, then we want to hear from you!

¹ Global Dialogue has a flexible working policy and core hours will be negotiated with the successful candidate. Applications for job shares are welcome.

² Meetings/training sessions/conferences may be held from time to time at various locations within London and you will be required to be in London at least two days a month. Costs of travel to and from these locations will not be reimbursed. Other travel undertaken for business reasons will be reimbursed in accordance with Global Dialogue's Travel and Expenses Policy.

Building a diverse team is hugely important to everyone involved in this work. So, we really want to hear from candidates from a wide range of backgrounds. **People who have lived experience of the issues facing people in the immigration, asylum or nationality system and the intersection with structural racism are particularly encouraged to apply.**

Key areas of responsibility

We are looking for a great all-rounder to support all aspects of our work.

You will provide high quality support on administration, finance, grant administration, meetings and help to maintain clear and effective systems, in line with the policies and procedures of Global Dialogue. This is a really varied role in a small team – you will need to be flexible, organised and enjoy working across a range of tasks.

Key responsibilities:

- Support the MEX team by monitoring our shared work plan and incoming requests, including logging, fielding and actioning tasks as appropriate, to help ensure our work is on time and on budget.
- Responsible for processing invoices and bills on Xero, completing credit card/expenses entries, checking and updating finance data, and other tasks to support the compliance of MEX with Global Dialogue's finance systems.
- Provide administrative support for online meetings and events, including advisory group meetings, by taking notes, scheduling meetings/calendar entries and setting up Zoom calls (when it is safe to do so, this will extend to in-person meetings and events, including booking rooms, organising catering, etc).
- Support administration processes for programme activities, including maintaining membership lists, supporting communications and assisting with project outputs
- Support administration processes for receiving and giving grants, including processing grant letters, maintaining accurate grant data on Salesforce, and creating reports to funders.
- Contribute to HR administration in line with Global Dialogue's processes.
- Book travel and accommodation, updating trip logs, coordinate visas and complete travel risk templates where necessary.
- File electronic post and help to keep our cloud-based filing systems organised.
- Other duties as required.

Required:

- At least one year's relevant administrative experience.
- Proven organisational skills, with excellent time management, the ability to manage a varied workload and to work flexibly within a small team.
- Ability to communicate clearly in English, both in person and in writing.
- Strong numeracy skills, with good attention to detail.
- Experience of using online accountancy package, ideally Xero, and the ability to work with financial records and ensure accuracy.
- Strong record keeping skills and a methodical approach to work.
- Excellent IT skills and a thorough working knowledge of Office 365.
- Good interpersonal skills, supportive of other colleagues and with the ability to build effective working relationships.
- Good understanding of the importance of confidentiality.

- Interest in human rights, migration and social change.
- Permission to live and work in the UK.

Essential behaviours and ways of working

- Commitment to the values of equality and human rights, anti-racism, and a passion for social change.
- Ability to multi-task, plan ahead, and meet deadlines.
- Ability to work on own initiative and as part of a team.

Desired

- Direct lived experience of the immigration system (you will not need to discuss this experience at application or interview)
- Previous administrative experience in a not-for-profit organisation
- Experience of supporting and organising events
- Experience of updating websites

RECRUITMENT TIMETABLE

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| Information session online (optional) | 1 pm 9th May |
| Deadline for applications | 5 pm, Monday 23rd May |
| Interviews | W/beg 6th June |

HOW TO APPLY

If you would like to apply for this role, please send a cover letter of no more than two pages explaining:

- Why you would like this role
- How you meet each point in the person specification

Please also attach a copy of your CV.

Please send these three documents, **by 5 pm on Monday 23rd May**, to operations@global-dialogue.org

We are aiming for this recruitment process to be as accessible and equitable as possible, and we encourage potential applicants to email operations@global-dialogue.org if you would like a confidential conversation or have questions or need more information on how to apply. We are holding an online session at 1 pm on **9th May** for anyone who would like to find out more about the roles available, the team you would be joining and how we work. Register [HERE](#)

We will pay for travel time to interviews and offer flexibility on format and location to accommodate any access needs.

We are committed to the employment and career development of people with disabilities. We will make reasonable adjustments during the recruitment process and during employment. If you declare that you have a disability and meet the minimum criteria for the job, we will offer an interview to give you the opportunity to demonstrate your abilities at an interview. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our [Privacy Notice for job applicants](#).

We value and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.