

Administration Volunteer

Employer Information	
Company Name:	Afro Innovation Group
Company Address:	60 Charles Street, Leicester LE1 1FB
Contact Name:	Mr Said Salim
Contact Phone No:	0116 208 1341
Contact Email:	info@afroinno.org
Company Web Address:	www.afroinno.org
No of staff employed:	3
Annual Turnover	
Company House No	1124885
Brief Description of Company	Afro Innovation Group is an independent charity working with refugees, asylum seekers, and migrants in Leicester and Leicestershire. Our aim is to empower our beneficiaries so they can access essential services in the UK, move into employment, and become an integral part of the local community. We work with over 500 people every year and every month we support over 5 people into employment. We have the knowledge, background and expertise to help people rebuild their lives and are interested in engaging with other organisations and universities who share the goal of driving inequalities out of Leicester and creating a thriving multicultural community.
Opportunities Information:	
Job Title:	Project support volunteer
Location:	60 Charles Street, Leicester
Number of posts:	3
Hours:	1 day a week
Job Description:	Support the administration team in the day-to-day running of the organisation Support the development and composition of grant funding applications Work closely with project managers to carry out project-specific tasks

	<p>Develop Afro Innovation's project proposals and database of funding opportunities through desk research</p> <p>Contribute to the reporting of Afro Innovation's activities and events.</p>
Person Specification:	<p>Excellent written communication skills and a confident verbal communicator</p> <p>Excellent ICT skills</p> <p>Experience working in a busy and demanding environment</p> <p>High attention to detail</p> <p>Work or voluntary experience in administration is desirable</p> <p>Familiarity with the labour market in Leicester is desirable</p> <p>Ability to work with a changing group of clients, colleagues, and possibly interpreters, providing the opportunity to develop interpersonal skills in communication, form-filling, and problem-solving</p> <p>General knowledge of refugee support and the welfare benefit system</p> <p>Understanding and sensitivity to the needs and experiences of refugees, asylum seekers, migrants, and people who are out of work</p> <p>A second language, especially French, Arabic, Kurdish, Farsi or Gujarati is desirable.</p>
Salary:	N/A
Application Deadline Date:	
Start Date:	
Duration:	3 months
How to apply	Please send CV & Covering letter to info@afroinno.org
Duration of Vacancy	
Additional Info:	<p>Volunteers are valued members of our team and we provide them with support and development opportunities. They will receive regular planned support sessions with their supervisors.</p> <p>As part of its recruitment policy, Afro innovation intends to ensure that no volunteer is discriminated against on the basis of sex, race, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.</p>

All vacancies must comply with current Equal Opportunities Legislation