



**DALIT SOLIDARITY
NETWORK UK**
A world without caste discrimination

Job Description

Job Title:	Office Administrator
Purpose:	To support the Director in all aspects of administration to ensure the office is run efficiently and within budget
Reports to:	Director
Supervises:	None
Salary:	£26,000/year, (£10,400 pro rata)
Duration:	2 days/14 hours per week (initially for one year)
Location:	London + hybrid

Who we are:

The Dalit Solidarity Network is a small human rights organisation working to eliminate caste-based discrimination in the UK and South Asia. Registering as an official charity in 2003, Dalit Solidarity Network UK continues to grow as an effective campaigning and advocacy organisation, working on the issue of caste discrimination in the UK and being an active player in the global movement. Our major areas of work include documenting 'everyday casteism', building capacity of businesses to address caste-discrimination in overseas supply chains and UK operations and working with UK Higher Education Institutions to protect against caste-discrimination.

We are now seeking a part-time Office Administrator for 2 days/week, initially for one year with a possibility of renewal. The hours can be worked flexibly with prior agreement of the Director. Hybrid-working arrangements (from home and on site) will be considered.

ROLE & RESPONSIBILITIES

1. Administration:

- 1.1 Responsible for day-to-day administration and office management.
- 1.2 Providing secretarial assistance to the Director & diary management.
- 1.3 Management of membership and updating membership database
- 1.4 Assist in all legal and obligatory requirements and submissions for a charity in the UK including Gift Aid submission.



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- 1.5 Maintenance of files and records both physical and computerised system filing and computerised database systems and email lists.
- 1.6 General office management including scheduling meetings, arranging travel, managing expenses, liaising for office management, ordering office supplies, etc.
- 1.7 Organise and take minutes for key meetings – including quarterly Board meetings and AGM.
- 1.8 Undertake such duties and responsibilities appropriate to the role as the Director may request.

2. Communication and Outreach:

- 2.1 Maintain and update DSN-UK website and social media.
- 2.2 Dealing with media and general enquires by email, telephone or post promptly and efficiently to always promote a positive impression of DSN UK.
- 2.3 Coordinate internal and external information-sharing and communication with stakeholders and network partners.
- 2.4 Assist with knowledge management, archiving and documentation.

3. Finance and Accounts:

- 3.1 Responsible for maintaining records of all financial transactions and reconciliation of all bank statements.
- 3.2 Entering petty cash transactions, including staff expenses and debit card transactions.
- 3.3 Ensuring all financial records are clear and complete and filing is up-to-date.
- 3.4 Assist in the preparation of budgets for donor proposals to ensure all relevant costs are included and that the budget is accurate and comprehensive. Undertake reviews/revisions as needed.
- 3.5 Follow up on all internal and external financial queries as quickly as possible.
- 3.6 Liaise with audit and payroll agencies.



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PERSON SPECIFICATION

ESSENTIAL

1. Experience of working in an office providing admin support, including the ability to use Microsoft Word, Excel, and Outlook
2. Experience of management of spread sheets for budgeting, financial analysis and reporting
3. Good digital communications skills - including writing emails, newsletters, and drafting web copy, demonstrating good written and oral communications skills in English
4. Knowledge and experience of mass email tools and systems
5. Experience in taking formal minutes or notes
6. Ability to carry out instructions quickly and accurately
7. Good interpersonal skills
8. Excellent attention to detail
9. Ability to work on own initiative and sometimes unsupervised
10. Ability to work as a member of a very small team
11. Ability to work to deadlines.

DESIRABLE

1. Experience of updating, managing and maintaining a website and social media platforms
2. Experience of working in the UK Voluntary Sector.

QUALITIES

1. Self-motivated, resilient, proactive and confident
2. Efficient in aspects of administration and working to tight deadlines
3. Ability to manage and prioritise own workload
4. Ability to work in a very small organisation
5. Interest in social justice and human rights, and/or caste-based discrimination.

Benefits: The Office Administrator is entitled to 25 days annual leave (pro rata, not including bank holidays). Pension scheme with matched contributions of 5%. Hybrid and flexible working of 14 hours/week.

Location: Hybrid working with options for flexibility to work from home - the postholder will be expected to work from our central London office periodically, e.g. 1 day per 2 weeks.

Interviews: Interviews will take place in the week commencing 1 July 2024.

How to apply: To apply, please send your CV and a supporting statement to officers@dsnuk.org, with the subject line 'Office Administrator'. **Candidates will be expected to provide proof of the right to work and reside in the UK.** Queries about the post can be directed to officers@dsnuk.org.