



## **Job Advert**

### **Housing Project Worker (Administration)**

- **Initially for 12 Months (6 months probation) and subject to approval permanent at the end of 12 months**
- **Closing date Friday 31st March. Interviews within two weeks.**
- **Salary £14,456 to £18,126 for 4 days a week, 30 hours with 20 days paid holiday (£18,070 to £22,658 per annum full time equivalent. Salary dependant on experience)**

#### **Job Purpose:**

- You will be responsible for the day-to-day management of project administration, with a particular focus on the housing and refugee advice projects.
- You will support the Housing Manager in developing housing management systems and supporting refugee tenants in managing their tenancy.
- You will be responsible for maintaining project spread sheets / databases and for compiling relevant reports on project target outcomes.
- You will oversee Open Door's administration and reception volunteers.

#### **Background:**

Open Door North East is a Christian charity based in Middlesbrough whose mission is to relieve destitution and poverty while empowering and providing opportunities for those seeking sanctuary in the UK. We do this through providing practical support as well as signposting to other service providers. We manage over 30 houses & provide housing to refugees, plus hosting and housing for asylum seekers with no recourse to public funding. We run a weekly drop ins for men and women, a weekly work club, information advice and guidance, move on and employment support to refugees. We also provide English classes, volunteering opportunities and a women only drop in.

#### **We are looking for someone:**

- With a good cultural awareness & understanding of the issues facing asylum seekers and refugees & a genuine desire to support those seeking sanctuary in the UK.
- With excellent administration, financial management, monitoring and evaluation skills.
- With an ability to work well in a team or on own with minimal supervision.
- With excellent organisational, planning and communication skills.
- Who has a professional approach and who takes pride in their work.
- Who has experience of working with vulnerable people in a paid or voluntary capacity.
- Who is supportive of the Christian ethos of the organisation (but this does not mean that you need to be a practising Christian).

**For an application form please email [info@opendoornortheast.com](mailto:info@opendoornortheast.com)**

**If you have questions please call Paul on 01642 213634 (Monday to Thursday)**