**Project Administrator**

**Location;** St Andrew’s Church hall, Westcliff-on-sea

**Department:** HR and Administration

**Hours per week:** 12 (initially) including 4 hours for the Ubuntu community project

**Salary :** £16,968 - £19,852p.a. pro rata

**Fixed term contract:** 2yrs Until September 2019

**Closing Date :** 31/10/2017

CAST is a Southend-On-Sea based community organisation. Our mission is to support destitute and homeless asylum seekers by developing a hosting and advice network. We aim to provide resources which encourage, inspire and challenge destitute asylum seekers transform their lives. CAST also aims to build links between sanctuary-seekers and longer-established communities to nurture integration and community cohesion. Our wide-ranging projects address this aim by bringing diverse communities together to build social solidarity (Billy Bragg’s phrase) come under the umbrella of Friendship Projects. CAST is committed to bring an end to destitution amongst asylum seekers, refugees, and migrants with no recourse to public funding (NRPF) living in Southend.

We are recruiting a financially-astute **Project Administrator** to support project activities and work with CAST Trustees, Project Managers, staff and volunteers on a variety of administrative & finance related tasks. You will manage schedules, arrange assignments and communicate progress to all team members. We are looking for someone competent in database management, flexible and willing to assist with whatever is required to ensure the smooth running of a small and busy office.

Email [castsanctuary@hotmail.com](mailto:castsanctuary@hotmail.com) for a full job description and application pack