



## **Job Description: JOA Administration Officer**

**Location:** Jersey Overseas Aid, St Helier Town Hall, Jersey

**Level of Effort:** 100% (37.5 hours / week)

**Salary Range:** £27,300 - £33,400 subject to experience

**Status Required:** Entitled to Work

### **About the Role**

JOA is looking for an enthusiastic and diligent Administration Officer to join our small team and undertake a varied and interesting range of administrative tasks and responsibilities. You will be involved in supporting JOA's operations, financial processes, and managing JOA's office. In addition, you will be responsible for co-ordinating JOA's Community Work Projects, which provide islanders with the opportunity to gain life-changing experience volunteering on an overseas project.

We're looking for someone who is professional and personable, able to take the initiative, and with the ability to liaise with a diverse range of individuals. You will have a background in administration and experience conducting an array of office tasks. You will also be competent with the Office suite of software and quick to learn new systems. It is not essential know much about the humanitarian and international development sectors to begin with, but you should be willing to develop a deeper knowledge of these sectors and to travel to developing countries when required.

### **Duties and Responsibilities**

- Liaise with local charities and international aid agencies, dealing with queries, coordinating grant applications
- Manage JOA's Grant Management System ('SmartSimple') ensuring applications, reviews, payments and other workflows proceed smoothly, that project and grantee information is updated, and that JOA staff and stakeholders are able to access and utilise the system efficiently, and that the system itself is updated in accordance with JOA's changing requirements
- Conduct financial processing on behalf of JOA (orders, payments, reconciliations), ensuring grantees and suppliers are paid on schedule and in accordance with appropriate legislation
- Manage the administration of JOA office, including dealing with phone and e-mail enquiries; ensuring office supplies and equipment are stocked and maintained; filing hard and soft copies of documents as appropriate; printing copies of documents and reports as required; liaising with service providers (eg IT) as required; following and updating JOA internal policies and procedures

- Assist with basic HR functions, including leave, onboarding, recruitment
- Provide administrative support to JOA Director and Head of Programme, including scheduling meetings, and drafting correspondence and Notes for the File
- Act as responsible data owner, ensure compliance with data protection legislation
- Act as point of contact with SOJ Treasury on financial and compliance matters, including the tracking of payments, the preparation of reports, and compliance with the Public Finances Manual
- Manage the administration of JOA's Community Work Projects, including liaison with team leaders and members; managing the team selection process; managing budgets and payments; making travel arrangements (including insurance, medical and visa requirements); preparing detailed reports; conducting risk assessments and criminal records checks
- Coordinate and arrange overseas visits by Commissioners and staff, including all necessary travel arrangements, insurance, medical and visa requirements
- Arrange meetings with partners, taking minutes as required
- Assist with public engagement
- Assist JOA Director with any other tasks as reasonably required

### **Required Skills and Attributes**

- Strong organisational and administrative skills
- Experience conducting and recording financial transactions
- Experience managing the administration of an office
- Ability to liaise personably and effectively with a wide range of individuals
- Ability to juggle a varied workload, prioritise and take the initiative
- Good computer skills and a knowledge of financial and systems software
- Proficiency in drafting
- Willingness to travel (once or twice a year, though for no longer than a week each time)
- A genuine interest in international development and humanitarian work

### **How to apply**

Potential applicants are invited to submit a cover letter and CV to [t.lebas@joa.je](mailto:t.lebas@joa.je). The deadline for applications is Friday 30<sup>th</sup> April. Shortlisted candidates will be invited for interview.

## **Additional Information**

Jersey Overseas Aid (JOA) is an international aid organisation that has been providing life-changing assistance to people in developing countries since 1968. Funded by the States of Jersey, JOA's mission is 'To translate the generosity, skills and compassion of the people of Jersey into effective assistance for the world's neediest people'. JOA engages in four key areas of work, (i) international development projects; (ii) humanitarian response; (iii) Jersey charities working overseas; and (iv) local outreach. Its annual budget is around £12m.

## **Jersey Overseas Aid Objectives**

- A. To promote sustainable economic and human development in some of the poorest countries in the world**
  1. Jersey-funded projects make a measurable and lasting contribution towards the Sustainable Development Goals
  2. Jersey-funded projects build the capacities of other actors to reduce poverty and suffering
  
- B. To provide timely humanitarian assistance to victims of natural and manmade disasters**
  3. Jersey supports the emergency programming of the best international relief agencies
  4. Jersey supports the effective coordination and efficient operation of the international humanitarian system
  
- C. To facilitate the efforts of individuals and organisations in Jersey to provide assistance to the world's poor**
  5. JOA provides opportunities for Islanders to pursue projects and work (paid or voluntary) in international development
  6. JOA promotes understanding and disseminates knowledge in Jersey about international relief and development
  7. JOA builds the capacity and reputation of Jersey-based development-oriented organisations through close coordination and privileged partnerships
  8. JOA engages with Jersey Charities, regulators and donors to ensure charities follow high standards of good practice
  
- D. To enhance Jersey's international personality as a responsible global citizen and force for good in the world**
  9. JOA actively and positively engages with developing country governments, UN Agencies, charities and other donors
  10. Jersey's aid programme is widely known and highly reputed
  11. JOA is engaged with public and private sectors, charities and individuals to develop and coordinate philanthropy on the Island