

# Welcome MK central admin support

21 September

## **About WelcomeMK**

As hundreds of families from Afghanistan have arrived across Milton Keynes in recent weeks, we have been overwhelmed by the generosity of individuals, council partners, charities, faith communities and businesses who have worked to give them the best of starts in the UK.

Rather than let that momentum disappear, and because the needs of the Afghan families are likely to remain with us for some time, representatives from these groups have come together to form **Welcome MK**.

Together, we have a heart to ensure that all those who arrive into our community as refugees, asylum seekers or migrants receive the warmest of MK welcomes. From the meeting of immediate needs to helping find a settled home, education and employment, we work to bring them hope for today and tomorrow.

## **Context: why we need these roles**

In the 6-7 weeks since the families and individuals began arriving from Afghanistan, the response from the MK community has been incredible. However, the number of different stakeholders involved means that has also been particularly complex and uncoordinated at times.

Welcome MK was created to help mitigate this but the volume of co-ordination required is so significant that we're now putting in place additional administrative support. This will help ensure our support of the Afghan evacuees is not inhibited by a lack of resource.

At present, these roles remain voluntary because WelcomeMK does not have charitable status and so we're unable to employ anyone in a paid position. Should that situation change in the next 3-6 months, and as the future need becomes more apparent, remuneration for these roles will be reviewed.

## **Available Roles Summary:**

1. Central admin support with **ops focus** - 15hrs per week (ideally 3hrs per day Mon-Fri), remote
2. Central admin support with **comms focus** - 15hrs per week (ideally 3hrs per day Mon-Fri), remote

## 1. Central Admin Support with Ops focus (Ops Admin)

### About the Role

Role will support the team on the ground in the Hotel with daily administrative activities such as coordinating donation processes, arranging and coordinating transport, GP registrations and appointments, information and data entry, sourcing items not readily available in donation centres, organising translators if needed, helping setup team rotas, other general ops and events admin, etc.

The activities will be varied and you will work in close liaison with the Welcome MK Project Manager, Hotel coordinators and volunteers.

The successful candidate should be confident and personable in liaising with various different stakeholders, IT literate, administratively efficient, process and detail orientated, culturally sensitive and aware, able to adapt to a fast paced and changing environment and task at hand.

<b>Skills Summary</b>	
Confident and Personable	Essential
IT Literate	Essential (Training provided)
Process and Policy orientated	Ideally
Culturally aware and sensitive	Ideally
Able to work in a fast-changing environment	Ideally

<b>Job Summary</b>	
Type	Voluntary
Term	3-6 months
Hours	15hrs per week (ideally 3 hrs per day Mon-Fri)
Reporting to	Project Manager
Location:	Working from Home / Remotely (occasionally working with PM in a shared location)
Other:	Has own transport Has own laptop / tablet

Note: this is a voluntary role and expenses are not reimbursed unless previously agreed and arranged.

To apply, please email [hello@welcomeMK.org](mailto:hello@welcomeMK.org) with a statement of why you are interested in the role and what you can offer.

## 2. Central Admin Support with Comms focus (Comms Admin)

### About the Role

Role will support the Welcome MK team both in the Hotels with some operational admin (similar to Ops Admin Role) as well as supporting the Welcome MK team centrally with facilitating general comms. The comms will include responding to emails from the general public (donations and volunteering offers mostly), coordinating content for social media channels (Instagram and Facebook) and managing interaction, assisting with media inquiries, etc.

The activities will be varied and you will work in close liaison with the Welcome MK Project Manager and General Manager.

The successful candidate should be confident and personable in liaising with various different stakeholders, IT literate, social media proficient, administratively efficient, process and detail orientated, culturally sensitive and aware, able to adapt to a fast paced and changing environment and task at hand.

<b>Skills Summary</b>	
Confident and Personable	Essential
IT Literate	Essential (Training provided)
Social Media proficient (Facebook and Instagram)	Essential
Process and Policy oriented	Ideally
Culturally aware and sensitive	Ideally
Able to work in a fast-changing environment	Ideally

<b>Job Summary</b>	
Type	Voluntary
Term	3-6 months
Hours	15hrs per week (ideally 3 hrs per day Mon-Fri)
Reporting to	Project Manager and General Manager
Location	Working from Home / Remotely (occasionally working with PM and GM in a shared location)
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