

University of London Job Specification

Job Title: Refugee Law Clinic Administrator

Department: School of Advanced Study

Section: Refugee Law Clinic

Level: CTS Level 04 (0.6 FTE)

Job Purpose:	
Job Content:	To provide support for the day-to-day operations of the Refugee Law Clinic and related academic activities, including volunteer programmes, resources, records and statistics management, reporting and contributing to the strategic and operational objectives of the clinic.
Specific Duties - To assist with the day to day running of the UoL Refugee Law Clinic, including liaising with (internal and external) stakeholders, volunteers and staff members across the University of London. - To support the operations of the clinic's main areas of activity, such as volunteer placement and experience, client appointments, outreach programmes and networks and partnerships. - To undertake administrative tasks relevant to the clinic's work, including record-keeping for cases and volunteers, communications, publications and the promotion of the clinic. - To support the implementation of clinic protocols and procedures, and to maintain monitoring and feedback mechanisms for the clinic's service to volunteers and clients. - To act as Secretary to the clinic's Governing Board, including setting the agenda, collation and dissemination of papers, minute taking and post committee action. - To support the administration of the Refugee Law Initiative, including public communications (social media and newsletters), events administration and liaising with affiliates and fellows.	
Other aspects of the role: - To make themselves aware of and follow all applicable University policies - To maintain an awareness and observation of fire and health and safety regulations - Any other duties consistent with both the grade and scope of the post - Any other duties reasonably required of the postholder by the Director of Operations.	
Reports to:	Clinic Manager

Additional demands of the role:	Expectation to be onsite 2 days per week
Person Specification	
<u>EXPERIENCE & PERSONAL QUALITIES</u> <i>Essential:</i> • Experience of working on concurrent tasks to competing deadlines • An ability to work effectively, using your own initiative • A confident, friendly and patient communicator, able to establish and maintain good working relationships with colleagues and others at all levels. <i>Preferred:</i> Experience of working in a student support environment	
<u>TECHNICAL KNOWLEDGE & SKILLS</u> <i>Essential:</i> • Good general IT skills, including the Microsoft Office suite of programmes • A demonstrable aptitude for quickly learning unfamiliar IT software and applications • Excellent written and oral communication skills, sufficient to represent the RLI to internal and external stakeholders	