

Job Description

Administrator, Women in Safe Homes (WISH)

Part time – 10 hours per week

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives.

Our way of working is built on our four core values, which are at the heart of all our work and decisions:

Compassion | Respect | Integrity | Innovation

[Read more about us and our values](#)

[Read about our strategic aims](#)

1 Background

Cyrenians recognise the strong link between domestic abuse and homelessness and set up the Women in Safe homes project in 2024.

There is a chronic shortage of safe, decent and affordable housing across the UK. Women experiencing domestic abuse and their families often end up living in temporary, poor and inappropriate accommodation, struggling to afford housing costs.

We provide tenancies and support for up to 30 women and their families across Edinburgh.

We are seeking an administrator worker to support with project administration.

2 Main Aims

Key admin duties:

- Ensuring an efficient administrative recording system
- Provide specific administrative assistance to the Senior Keyworker and Service Manager
- Petty cash/pre-paid credit card recording and reconciliation

- Monitor housing benefit claims and recording systems

Monitoring and evaluation

- Keep accurate and up to date records relating to the service and work you are carrying out
- Contribute to the services monitoring and evaluation systems
- Support the Service Manager with content for reports
- Complete training in the Oasis database system and input records as required
- Monitoring budget allocations and petty cash

Other Duties:

- Support with recruitment and communication with volunteers
- Taking minutes of meetings
- Undertake any other duties that may reasonably be expected to fulfil the role

Training and Development

- Attend and participate in weekly WISH team meetings, planning sessions and Cyrenians staff forums.
- Participate in regular support and supervision and annual review of performance and service.

3 Person Specification

Knowledge and Experience	
Previous experience in a front-facing administration role	Essential
Experience of data entry, data collation and extrapolation	Essential
Able to use Word, Excel and Outlook to a high level of competency	Desirable
Familiar with Photoshop / InDesign software packages	Desirable
Knowledge of the issues that lead to homelessness, and the impact of domestic abuse	Desirable
Skills	
Excellent organisational skills and attention to detail	Essential
Excellent interpersonal skills and telephone manner, with the ability to interact with a wide range of stakeholders	Essential
Methodical and conscientious	Essential
Ability to work in a busy environment and meet deadlines	Essential
Able to work independently with minimum of supervision	Essential
Respectful of confidentiality of personal matters pertaining to service users, volunteers and colleagues	Essential
Qualifications	
Highers and/or equivalent relevant qualifications ECDL or equivalent IT experience	Essential

5 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	WISH service manager
<u>Workplace:</u>	Norton Park, Albion road, Edinburgh EH75QY
<u>Working Hours:</u>	10 hours per week
<u>Annual Leave</u>	28 days plus 10 public holidays pro rata-
<u>Salary:</u>	£25,967 pro rata (scale point 16). This equates to £7,018 for 10 hours/week
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	Not required

6 Application deadline and Interview dates

<u>Closing date:</u>	Monday 11 th May 2026 noon
<u>Interview date:</u>	Wednesday 20 th May 2026
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.