

# Job vacancies in the migration sector

**Office Coordinator - Refugee Council**

**Hours:** Full-time (35 Hours a week)

**Contract:** Fixed-term until March 31, 2025

**Salary:** Grade 4 (£29,093 - £32,654)

**Location:** Leeds office

**Closing Date:** December 1, 2024

The UK government's resettlement programmes (such as UKRS, ARAP as well as other UK Resettlement Schemes) support refugees who are selected and processed in the region of origin and brought to the UK with their status already determined. Under this scheme, a specific quota of refugees will be coming to the UK for resettlement. The Refugee Council has agreed to work in partnership with Migration Yorkshire and Local Authorities across Yorkshire and Humberside to deliver the regional programme.

The Refugee Council resettlement team provides advice and support for resettled refugees to help them adjust to live in the UK, access services and mainstream provision and establish community links. In addition to our resettlement programmes, Refugee Council also delivers other programmes in the region including STEP Employment & Training, STEP Forward, Children's and Health Services.

The post-holder will be responsible for undertaking a wide range of administrative and facility management and office coordination duties in the Leeds office. These include maintaining a digital filing system of client records, updating the database and collating weekly and monthly statistics, ensuring correct financial processes are in place to meet our funders requirements, liaising between the London Finance team and resettlement team, answering telephone queries and providing administrative support for the Resettlement Team. The post holder will be responsible for co-ordinating interpreters, ensuring site safety, monitoring and ordering petty cash and raising invoices. The post holder will also be required to liaise with various stakeholders and partnership agencies as well as other Refugee Council teams (Business, Finance and People & Culture).

**How to apply:** Send completed application pack (available via the Refugee Council website) to [recruitment@refugeecouncil.org.uk](mailto:recruitment@refugeecouncil.org.uk)

Advertise your vacancy

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