A close up of a tree

Description automatically generated Research & Admin Post

Pay

£13.50/hr

There would be a few hours work each month. This could be done in your own time, whenever and wherever suits you.

What does it involve?

This role involves remote working on line to carry out basic admin and internet research, including compiling information, using Excel and word and reporting back.

Who would it suit?

You need to be organised and able to keep information confidential.

You would need to be able to ‘get on and get the job done’ whilst still working well with your supervisor.

Further Opportunities

We have only a few hours of work available, but we hope this could help with employment opportunities elsewhere. There is also the possibility of more work with us, if we gain the funds and resources.

We are, of course, always keen to hear from our beneficiaries (women who harmed by their time in the sex industries). However, do not disclose this information to us unless you feel fully comfortable to so. And, if you do, we of course always treat this information with the utmost respect and confidentiality.

A close up of a tree

Description automatically generatedBook Keeping & Admin Application

Please fill in this form and return to [i@youmysister.org.uk](mailto:i@youmysister.org.uk) by 15th August

Please also send a copy of your CV, if you have one and provide details for a referee

Thank you and we aim to be in touch within 2 weeks

Your Name:

Email:

How did you hear about this post?:

Can you briefly explain why you would like this role?

Can you demonstrate your understanding of the importance of keeping information confidential?

Can you give some examples of your organisational skills?

Can you demonstrate that you have basic Word/Excel and internet-based research skills?

What is your understanding/views on the sex industries?

Note do not disclose involvement in the industry to us, if you do not feel fully comfortable to do so. If you do, this will of course be kept fully confidential

Have you previously worked with, supported or networked with survivors of commercial sexual exploitation?

if so, please give examples

Is there anything else you would like to add?

Please give details (preferably email address) of someone who could act as your referee (eg an employer or support worker) prior to any interview:

**DON’T FORGET TO ALSO SEND IN A COPY OF YOUR CV (IF YOU HAVE ONE)!**