



**VACANCY**  
**ADMINISTRATIVE ASSISTANT**  
**FULL-TIME FIXED TERM TO 31 DECEMBER 2023**

**Background**

Equals Inc. is a non-governmental organisation founded in 2013 working to promote human rights, sexual reproductive health, strengthen community engagement and capacity and ensure stigma free access to services of the LGBTQ+ community. We strive to achieve this through community empowerment, education, networking and rights-based advocacy.

In June 2017, Equals opened a community center with support from the USAID/PEPFAR funded project LINKAGES to provide HIV/STI testing and psycho-social support to MSM (men who have sex with men) and transgender persons. Equals utilised this opportunity to provide a safe space for the LGBTQ+ community and conducted various social events, support groups and workshops for the community. In July 2020, support through LINKAGES for this community site, now officially named The Safe Space, ended.

Through the COVID-19 pandemic Equals has been working tirelessly to ensure that they do not lose The Safe Space during the fallout of the pandemic. These efforts included contributions from various small grants and donations, having to charge a nominal fee for services, and a generous contribution from SHE Barbados towards the rent through their MADRE funded project from September 2020 – August 2021.

In March 2022, Equals was granted a subvention from the Ministry of Health and Wellness to contribute to the operation of the STI clinic. This subvention allows Equals to onboard full time staff to manage the operations of the clinic, as well as the day-to-day activities of The Safe Space.

**The Role:**

This is an exciting opportunity for a passionate and dynamic entry-level administrative professional or to join a small, creative, and influential NGO in providing services, information, tools, and safe spaces to LGBTQ+ people that will improve their standard of living in a society that stigmatises and discriminates against them.

The Administrative Assistant will be responsible for assisting the Site Manager in the effective planning, monitoring and delivery of HIV/STI services, including testing and counselling, PrEP, ART, and any other services that Equals are able to provide through additional opportunities between now and the 31st of December 2023.

The Administrative Assistant will report to the Site Manager.

**Key Responsibilities:**

**Site Management**

Assist the Site Manager in:

1. Ensure that the services provided at The Safe Space run efficiently and effectively.



2. Ensure the site is well maintained and report any damages or losses to the Executive Director
3. Procure all necessary items for the provision of services.
4. Uphold and review the rules of the use of the space by clients and community members and execute disciplinary action as stated in the rules.
5. Work with additional staff members to promote the services provided at The Safe Space.
6. Provide input into the development and deployment of additional services that can be provided at The Safe Space.
7. Actively support and participate in other Equals / The Safe Space programmes and events as required.
8. Manage the website, ensuring information is up to date.
9. Attend all related trainings provided to enhance the ability to execute the role.

Additionally:

1. Respond to all phonecalls promptly and professionally.
2. Respond to queries from online platforms (social media, website live chat, whatsapp).
3. Provide additional support to other staff members who require it (e.g. Financial Officer, M&E Officer, Programme Officer).

#### Logistics Management, Financial Management and Administration

Assist the Site Manager to:

1. Work with the service providers and M&E officer to ensure the proper and confidential recording of client information.
2. Provide monthly reports on the activities provided at The Safe Space, including, but not limited to; services, social activities, project related activities, etc., to the Executive Director.
3. Prepare financial documents relating to the operations of The Safe Space for the Financial Officer.
4. Drafting relevant, detailed documents and communications for various stakeholders, such as the Ministry of Health and Wellness in a timely fashion.

#### **Skills and Competencies**

We are looking for someone with demonstrable experience working in a relevant sector in an international context who can demonstrate:

##### Experience with:

- Administrational duties, including making calls, responding to queries, collecting and organising important documents, supervision of the space they work, etc.
- Successful management of safeguarding considerations, especially as relating to vulnerable adults.
- Management of confidential information of clients.
- Working with a marginalised population.
- Working directly with clients, including mitigating and diffusing conflict.



#### Knowledge and understanding of:

- HIV and STIs, and provision of PrEP and ART.
- The diversity of the LGBT+ community and how stigma and discrimination affect their physical, mental, and social economic wellbeing.
- Monitoring and Evaluating practices.
- Risk management and mitigation, relating to both activities and finances.
- Microsoft Office Suite and/or G Suite programmes, to an advanced level.

#### Personal qualities/skills

- Commitment to Equals' mission to advance the human rights and wellbeing of LGBTQ+ people.
- An open, adaptable and detail-oriented approach to delivering high quality services in collaboration with others.
- Excellent written and oral communication skills, and able to convey complex issues to audiences with differing levels of knowledge.
- Excellent organisational skills.
- Strong interpersonal skills, confidence working as part of a team and a proven track record of effective stakeholder relationship management.
- Good time management and problem-solving skills.
- Willingness to "pitch in" and support colleagues outside the parameters of the job description where necessary.
- Flexible working hours (opening hours of the community site are dependent on the times services are provided).
- Own vehicle a plus.

#### **Terms and Conditions**

- This role is full time, on a fixed-term basis until 31 December 2023 (with possibility of extension contingent on funding).
- The salary is \$26,400 p.a.
- The post-holder is entitled to standard annual leave plus bank holidays.
- The post-holder will be managed by the Site Manager.
- The post-holder will be based out of The Safe Space, Wildey, St. Michael.
- Standard of 40 hours of work a week, actual times are agreed on between the Site Manager and the Executive Director, with possible requirement to work very occasionally additional hours (which will accrue Time Off In Lieu).
- The post-holder must possess the right to live and work in Barbados for the period of the contract.
- Start date: June 1<sup>st</sup> 2022

How to apply:

Email your CV and a two-page maximum covering letter explaining:

- (i) your interest in the role of Administrative Assistant, and
- (ii) your relevant experience as per the skills and competencies outlined above.

to [info@equalsbarbados.com](mailto:info@equalsbarbados.com) with the title **Application: Administrative Assistant**



If you have any queries relating to your application, you can also use this email, titling your communication: "Vacancy: Administrative Assistant".

Closing date: 20th May 2022. Interviews: via Zoom, week commencing 23th May 2022.