



Project for the Registration of Children as British Citizens (PRCBC)
174 Hammersmith Road, London W6 7JP

JOB AD

General Administrator (Consultancy basis)

Frequency: 1-3 days per week (flexible days)
Start date: As soon as possible
Rate: £120-150 per day (depending on skills and experience)
Hours: 10:30am-4:30pm (flexible hours)
Place of work: PRCBC office in Hammersmith, London
How to apply: Please send your CV and a letter explaining why you believe you are suitable for the role to admin@prcbc.net

A self-motivating and experienced general administrator is needed to assist Solange Valdez-Symonds, the Project for the Registration of Children as British Citizens (PRCBC)'s supervising solicitor and CEO, with all aspects of administrative work.

PRCBC is a small busy charity advising, assisting, and representing children and young people with their citizenship rights; undertaking strategic litigation and policy advocacy to remove legal and practical barriers to citizenship; and providing information and training to the public and professionals to increase knowledge of citizenship rights and capacity to secure these.

The post holder will be subject to enhanced [DBS](#) check and must be eligible to work in the UK.

Experience and skills:

Essential

- Commitment to social justice
- Proven experience in general administrative work (photocopying, booking appointments, record keeping, time-recording, drafting invoices, online form filling, requesting records etc)
- Confident with using Microsoft Office packages including Word, Excel, Outlook
- Excellent written skills
- Ability to work quickly and to a high standard under pressure
- Ability to assist vulnerable clients respectfully
- Ability to deal professionally with our young clients and their carers and other professionals

Desirable

- Experience of working with young people
- Experience of Legal Aid funding applications
- Experience of using an electronic case management system
- Experience with finance packages, such as QuickBooks
- Experience with court bundle-making packages
- Law degree or its equivalent.



PRCBC is a registered charity no: 1187681.
OISC registration no: F201900114
Registered address: PRCBC, 174 Hammersmith Road, London W6 7JP

