



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Administrator and Events Officer
Reporting to:	Operations Manager
Start date:	March 2018
Hours:	Full time, 37.5 hours per week
Location:	UK, home-based, with meetings mainly in Central London
Contract:	Up to 31 st December 2018 (renewable annually subject to funding), with 3 month probationary period
Salary & benefits:	£25,000-28,000 per annum depending on experience. 28 days paid holiday per year plus statutory UK holidays. Contract will be PAYE, and subject to UK law. Employer pension contribution of 5%.

BACKGROUND

The Institute for Human Rights and Business (IHRB) is dedicated to being a global centre of excellence and expertise on the relationship between business and internationally proclaimed human rights standards. We provide a trusted, impartial space for dialogue and independent analysis to deepen understanding of human rights challenges and issues and the appropriate role of business. IHRB works to raise corporate standards and strengthen public policy to ensure that the activities of companies do not contribute to human rights abuses, and in fact lead to positive outcomes. Professor John Ruggie of Harvard University, who served as the UN Special Representative for Business and Human Rights from 2005-2011 and Mary Robinson, former President of Ireland and UN High Commissioner for Human Rights, are both patrons of IHRB.

IHRB is a 'think and do tank', with a strong reputation both for its business and human rights research and policy work as well as its operational engagement in a number of countries. IHRB seeks to embed international business and human rights standards within responsible business practice in a wide range of countries and industry sectors, working with government, business and civil society. IHRB's approach is catalytic, impartial and collaborative.

JOB DESCRIPTION

IHRB is recruiting an experienced and dynamic Administrator and Events Officer to support the Operations Manager and the IHRB team with administrative and events support for all of IHRB's programmes and work-streams.

The Administrator and Events Officer will be responsible for providing administrative support, developing and maintaining effective office systems for the worldwide team and supporting the logistics for IHRB hosted events in the UK and abroad. Broadly speaking 3 days per week will be spent assisting with administrative activities and 2 days per week with events related activities, but this is flexible depending on the needs of the organisation.

The Administrator and Events Officer will work from their home base and will report to IHRB's Operations Manager. Communication will mostly be via Skype or e-mail but will involve regular meetings with other IHRB staff in the London area. The Administrator and Events Officer must ensure that their place of work has a good internet connection.

Key responsibilities will include, but are not limited to:

- Organising travel requirements for staff and external contacts, including transportation, accommodation and visa support.
- Planning and organisational support in the lead up to (sometimes concurrent) international and UK based events and meetings, including preparing guest lists, invitation distribution, liaising with venues and catering providers, booking meeting rooms and any other logistical tasks
- Supporting the internal processes for keeping track of deadlines to be met
- Being first point of contact for IHRB by email and post (including collecting the post in London on a weekly basis)
- Assisting with human resources functions including administration for recruitments and annual leave records
- Supporting financial administration, including creating invoices and following up on payments and assisting with financial reports for funders
- Overseeing the updating of accurate and relevant contact records and assisting the Communications Officer with contact management
- Research activities including towards the development of central resources and effective management systems to support the organisation's continued growth and development
- Possible international travel to one country to provide support for an event
- Other duties as agreed with line manager

The successful candidate will have:

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> • GCSE in Maths and English • 3 A-levels • Further education certificate/diploma in relevant field 	<ul style="list-style-type: none"> • University degree
Experience	<ul style="list-style-type: none"> • Minimum 2 years' work experience in office administration. • Experience of data and administrative management practices and procedures including cloud based file storage for 	<ul style="list-style-type: none"> • Experience of work in the not-for-profit sector

	<p>work.</p> <ul style="list-style-type: none"> • Proven experience planning and organising meetings and events including events co-ordination and handling logistics. 	
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent ICT skills including accurate typing, Microsoft Office programmes (with advanced Excel skills) and Skype, and excellent experience of using the internet. • Excellent communication skills and co-ordination across teams and time-zones. Fluency in written and spoken English. • Excellent time management skills and the ability to plan, organise and prioritise workload, and meet deadlines. • A strong work and team ethic. 	<ul style="list-style-type: none"> • Experience of using the Admin console of Google Apps. • Experience of using project management software. • Experience of being an Administrator for DropBox for Business • Experience of using both Mac and PC
Personal Qualities	<ul style="list-style-type: none"> • Proven ability to be proactive, self-motivating and happy to work in an unsupervised environment on a daily basis and working with a 'virtual' team. • Attention to detail and ability to maintain a high level of accuracy in preparing and presenting information. 	<ul style="list-style-type: none"> • An interest in the field of human rights / corporate social responsibility.

APPLICATION PROCESS

1. Deadline for application: Monday 19th February, 12pm UK time

2. Interviews will be held on **Friday 2nd March 2018** in Central London. Interested applicants should ensure their availability for a face-to-face interview in London on this date. Short-listed candidates will be notified and invited by email by 22nd February 2018. Only successful applicants will be notified.

3. Expected start date: ideally early-mid March 2018

Please email your CV and cover letter to Vanessa Bissessur at recruitment@ihrb.org indicating why you should be considered for this post and showing your suitability for this role. Please include the contact details for two referees, and where you saw the vacancy advertised. References will be sought for shortlisted candidates after interview.