

Administrative Assistant

Job Description and Person Specification

Job Title:	Administrative Assistant
Contract:	Fixed term contract until July 2022, with possibility of extension
Reporting to:	Project Officer
Salary	£20,000 - 22,000 prorated
Hours	Part-time, 21 hours per week (flexibility possible)
Location	London (WC1V), and remote working
Closing date	Monday 12 October, 9am
Interview date	w/c 12 October or w/c 19 October 2020 (conducted remotely)
Start date	Flexible but ideally as soon as possible

About the Bar Human Rights Committee

The Bar Human Rights Committee of England and Wales (BHRC) is an independent and non-politically aligned body of barristers called to the Bar of England and Wales, committed to the broad principles of the rule of law, democracy and human rights.

BHRC members are predominately barristers (including pupil barristers), but also include some law students and legal academics. BHRC members include some of the UK's foremost human rights barristers and legal practitioners, who offer their time and services pro bono, alongside their independent legal practices, teaching commitments and legal studies.

BHRC elects an Executive of sixteen members to lead on the policy, strategy and delivery of its work. They are supported by one full-time Project Officer, an Advisory Board, and a wider membership across the Bar of England and Wales.

BHRC's mission is to protect and promote international human rights through the rule of law, by using the international human rights law expertise of some of the UK's most experienced and talented human rights barristers, who are willing to work pro bono.

The remit of BHRC extends to all countries of the world, apart from its own jurisdiction of England and Wales. This reflects the Committee's need to maintain its role as an independent but legally qualified observer, critic and advisor.

BHRC provides training, resources and guidance to support the development of human rights protection in partnership with local lawyers and NGOs. It raises awareness of human rights abuses through trial observations, fact-finding missions and letters of concern to government officials. It may also intervene through the submission of amicus curiae briefs or similar, across various courts and international mechanisms.

More information is available at barhumanrights.org.uk

About the Role

BHRC is seeking an energetic and experienced administrator to support the Project Officer in delivering and facilitating the varied and expanding work of the organisation and its membership.

We are looking for someone who is proactive and efficient with an eye for detail, who has experience working with smaller organisations. The primary responsibilities would be to process memberships, respond to membership queries, provide logistical support for project activities and events, provide administrative support to the executive committee and assist with basic finance activities and office management. An interest in human rights issues or international development would be of benefit.

The position is envisioned to be based in part remotely and in part in the London office, including for meetings and events once such activities are resumed. Working arrangements will be agreed with the successful candidate. Please note that duties and working will be modified as appropriate during the COVID-19 pandemic.

Key Responsibilities

- Supporting and assisting BHRC staff and Executive Committee on administrative issues as required. This includes:
 - Assisting with updating BHRC membership on key activities and pro bono opportunities.
 - Assisting with the maintenance of internal and external contact databases.
 - Assisting with website management as required.
 - Assisting with the effective dissemination of BHRC's publications, including to the media.
 - Organising international travel arrangements and assisting with the coordination of all international visits.
 - Logistical support in booking venues and meetings.
 - Assisting with grants and project reporting, and other fundraising tasks, as required.
 - Assisting with the day to day financial responsibilities of the organisation.

- Assisting with the organisation of external events.
- Assisting with the finalisation of documents.
- Proofreading and formatting of documents.
- Maintaining positive professional relationships with BHRC members and supporters.
- Dealing with general correspondence.
- Acting as the first point of contact for the organisation for membership queries.
- General office management, including filing and record keeping.
- Updating and managing BHRC's membership system, ensuring payments are up to date, assisting with membership enquiries and ensuring that BHRC is compliant with relevant data protection legislation.

Person Specification

Essential

- Strong knowledge and proficiency in MS Office software.
- Experience in a customer facing role and/or event management.
- Excellent administrative skills and previous experience working in an administrative capacity.
- Strong organisational and time management skills with attention to details.
- Fluent English in both written and spoken communication.
- Good levels of literacy, numeracy and accuracy
- Able to maintain confidentiality when handling sensitive data.
- Flexible and enthusiastic with an ability to work autonomously and independently.
- Support of BHRC's value and aims.

Desirable

- Technical knowledge and experience working with databases, data processing, and website back-end CMS.
- Additional languages.
- Experience working remotely and/or in small organisations (<10 employees).
- Experience of working in the voluntary sector.
- Experience working with legal professionals.
- Knowledge of data protection laws.
- Experience with project management.
- Experience with financial reporting.

Application process

Please provide:

- CV (maximum 2 sides of A4) outlining previous experience.
- Cover Letter (maximum 500 words) explaining how you meet the person specifications.
- Names and contact details of two referees (referees to be contacted upon receipt of a tentative offer of employment following interviews).

Please send your application by email to: coordination@barhumanrights.org.uk. Please indicate “BHRC Admin Assistant Application” and your name in the subject heading.

You must already have the legal right to work in the UK.

Deadline to apply

Applications must be received by 9am, Monday 12 October 2020.

Interviews will be conducted remotely, and applicants will be expected to provide written examples of work at that stage.