

JOB DESCRIPTION

Job Title:	EHRAC Programme Assistant (temporary cover)
Ref no:	LAW91
School/Service:	Law
Grade:	4
Starting Salary:	£22,860 – 26,115 per annum inclusive Outer London weighting
Period:	12 months
Reporting to:	EHRAC Programme Manager

Overall Purpose:

The Programme Assistant is responsible for providing day-to day administrative support to the EHRAC Programme team. The role holder will carry out administrative and financial support tasks, travel and event management, take part in drafting fundraising proposals, reports to donors and PR tasks. The role requires good organisational and communication skills, and a strong interest in human rights. Native or fluent Russian and fluent English are essential.

Principal Duties:

1. Providing general administrative support such as case filing, , taking minutes in meetings, monitoring and responding to messages in the general mailbox;
2. Conducting occasional Russian/English translation for legal and project management related correspondence.
3. Organising travel arrangements and the logistics of training and PR events in the UK and overseas under the guidance of the Programme Support Officer;
4. Carrying out day to day financial administration under the guidance of the Finance and Grants Officer;
5. Carrying out HR admin on behalf of EHRAC for Middlesex University, and for the legal team (including recruitment, renewal of practice certificates, renewal of professional indemnity insurance).
6. Supporting and assisting the team in the recruitment of NGO Management Skills interns
7. Supporting the Programme Manager and other EHRAC team members in data collection activities for monitoring and evaluation;
8. Writing, editing, formatting and proofreading written materials (in English and Russian) for fundraising, reporting and PR activities, under the guidance of the PR & Development Officer and the Programme Manager;
9. Assisting with EHRAC's social media and other online activities, under the guidance of the PR & Development Officer when needed;
10. Carrying out research into a variety of areas as requested by the team such as human rights violations in EHRAC's target region, or relevant funders;
11. Carrying out any other administrative or support tasks that are required on an ad hoc basis.
12. Office management.

PERSON SPECIFICATION

Job Title: EHRAC Programme Assistant

SELECTION CRITERIA:

Essential:

- Relevant Degree or equivalent level qualification;
- Native or fluent written and spoken Russian language skills;
- Ability to carry out accurate Russian-English and English-Russian translation;
- Experience working or volunteering in an office based administrative role;
- Some experience organising events;
- Managing multiple tasks and working under pressure;
- Excellent knowledge of MS Office, including Word, Excel and Outlook;
- Excellent organisational & communications skills.

Desirable:

- Degree in Human Rights, International Relations or other subject related to EHRAC's work;
- Demonstrable experience of or interest in working in the field of international human rights/litigation;
- Experience working or volunteering in the non-profit sector;
- Knowledge of EHRAC's target regions;
- Experience working as part of a multi-cultural team;
- Knowledge of a second language of EHRAC's target region such as Ukrainian, Georgian, Armenian or Azerbaijani;
- Experience of using the WordPress Content Management System;
- Social media skills;
- Good research and drafting skills.

Hours: 35.5 hours per week, actual daily hours by arrangement

Fixed Term Contract

This temporary appointment is to provide cover for the Programme Assistant who is on secondment. The exact date of termination of this contract will depend on the date of the substantive postholder's return to work.

Annual Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:
<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

What Happens Next ?

If you wish to discuss the job in further detail please contact Laure Trebosc on (020) 8411 6923 or l.trebosc@mdx.ac.uk