

Job Description

Job Title: Administrator

Responsible to: Director of Operations

Location: North London

Key Purpose: The post holder will be responsible for the day to day administration of the Project for Peace and Justice, to help ensure the smooth and efficient running of the office. They will also provide support, where directed, on individual projects.

Hours and salary: Hours 16 per week. Salary £24,000 (pro-rata).

Please apply by sending a cover letter and CV to: info@thecorbynproject.com FAO
Chloe Schlosberg

Closing date: Friday 5 th March 2021, 12pm

Specific responsibilities

- Provide support for a wide range of meetings.
- Check circulation of meeting requests, attendance and room bookings.
- Prepare papers for meetings: this entails chasing deadlines, proof reading and layout, uploading papers to Reprographics for hard copy mailings and copying/circulating papers.
- Assist with booking meetings and supporting diary coordination.
- Assist with meeting set up i.e. room layout, refreshments etc.
- Assist in follow up actions from meetings.
- Take minutes of meetings as required.
- Assist with collating papers for meetings.
- Support in the organisation of visits for the Director of Operations including duties such as booking travel and accommodation, itinerary production, liaison with other teams for briefings.
- Assist with fundraising dinners/events as requested.
- Photocopy, scan, email documents as required by the office.
- Ensure good record keeping and maintenance of office filing systems.

- To deal with general enquiries either by phone or in writing, and to undertake follow-up when necessary.
- To carry out any other reasonable duties as required by the office.

Person Specification

Knowledge

- Knowledge of the aims and politics of social justice, international solidarity, and trade union movements.
- Knowledge of office administration systems.
- Knowledge of Microsoft Office Software.

Experience

- Experience of working in a busy office, dealing with a range of conflicting priorities.
- Experience of working on events and visits, and / or event coordination.
- Experience of working in the voluntary sector or within a political environment.

Skills / Ability

- Strong organisational skills, including the ability to manage conflicting work priorities.
- Ability to effectively use Microsoft Office applications.
- The ability to work accurately with an excellent attention to detail.
- Excellent administrative skills.
- Ability to take accurate notes.
- Ability to work on own initiative within a fast-paced environment.
- Ability to handle sensitive and confidential matters.
- Ability to work proactively with a variety of stakeholders.
- Flexible approach to work.
- Ability to prioritise work effectively under tight deadlines.

Closing date