

## **Administrative Assistant**

### Job Description and Person Specification

<b>Job Title:</b>	Administrative Assistant
<b>Contract:</b>	12-month fixed term contract
<b>Reporting to:</b>	Project Officer
<b>Salary:</b>	£21,000 prorated (£16,800)
<b>Hours:</b>	Part-time, 4 days, 28 hours per week (flexibility possible)
<b>Location:</b>	London (WC1V), and remote working
<b>Closing date:</b>	Friday 20 August 2021 (9am)
<b>Interview date:</b>	31 August and 1 September 2021
<b>Start date:</b>	Flexible but ideally as soon as possible

#### **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 provide membership administration, logistical support for project activities and events, general administrative support to the Executive Committee and to assist with basic finance updating activities and office management. An interest in human rights issues or international development would be of benefit.

The position will be directly supervised by the Project Officer, with oversight from the Vice-Chair and respective office holders as required.

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.

## **About the Bar Human Rights Committee**

The Bar Human Rights Committee of England and Wales (BHRC) is the international human rights arm of the Bar of England and Wales, working to protect the rights of advocates, judges and human rights defenders around the world. BHRC is concerned with defending the rule of law and internationally recognised legal standards relating to human rights and the right to a fair trial. It is independent of the Bar Council.

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 works internationally to support and defend those under threat of human rights abuses, particularly lawyers, judges, and other legal professionals, as well as marginalized groups including children, women and refugees. We provide training, resources and guidance to support the development of human rights protections in countries where legal systems are lacking; we raise awareness of human rights abuses through trial observations and fact-finding missions; and we intervene in human rights cases by submitting amicus curiae briefs in domestic and international courts and sending letters of concern to government officials in various jurisdictions.

Our vision is for a world in which human rights are universally protected, through every government and state actor's adherence to international law obligations and internationally-agreed norms.

BHRC members are barristers called to the Bar of England and Wales, trainees, law students or academics. Our members include some of the UK's foremost human rights barristers and legal practitioners. Our members offer their services pro bono, alongside their independent legal practices, teaching commitments and legal studies.

BHRC elects an Executive Committee every two years to lead on the policy, strategy and delivery of its work. They are supported by a full-time Project Officer (job share), part-time Administrative Assistant, and an Advisory Board.

More information is available at [barhumanrights.org.uk](http://barhumanrights.org.uk)

## **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 logistics.
- Excellent administrative skills and previous experience working in an administrative capacity.
- Strong organisational and time management skills with attention to detail.
- Fluent English in both written and spoken communication.
- Good levels of literacy, numeracy and accuracy.
- Familiarity with 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.
- Experience of reporting to a governance board.
- 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 specification.

Applications sent without a cover letter will not be considered. The names and contact details of two referees will be sought prior to any offer of employment. Please do not include them in your application.

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

Please provide all documents as PDF files.

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

## **Deadline to apply**

Applications must be received by 9am on Friday 20 August 2021. Late applications will not be considered.

Interviews will be conducted remotely.

No agencies please.