

Job Title: Administrator and Events Officer
Reporting to: Deputy Chief Executive
Start date: August 2019
Location: Home-based in European Time-Zone. The applicant must already have permission to work in the country of their location.
Hours: Full-time (5 days, 37.5 hour per week) or part-time (4 days, 30 hour per week)
Contract: 12 months, renewable subject to funding, with 3-month probationary period.
Salary: £25,000 - £30,000 per annum pro rata (or currency equivalent). This post will have a contract or consultancy agreement subject to UK law. PAYE contracts can be offered to UK-based applicants.

BACKGROUND

The Centre for Sport and Human Rights is a new independent organisation dedicated to realising a world of sport that fully respects human rights.

The Centre brings together, through its Advisory Council, an unprecedented alliance of intergovernmental organisations, governments, sports bodies, athletes, hosts, sponsors, broadcasters, civil society representatives, trade unions, employers and their associations, and national human rights institutions. The Centre's functions include sharing knowledge, building capacity, and strengthening the accountability of all actors through collective action and promotion of the Sporting Chance Principles. Through its work the Centre aims to support the prevention of human rights harms occurring within, through, or around sport; supporting access to effective remedy where harms have occurred, and; promoting a positive human rights legacy for sport and sporting events. In fulfilling this mandate, the Centre is committed to being independent, principles-based, inclusive, diverse, collaborative, accessible, and trusted.

The Centre is recruiting for an experienced, dynamic and autonomous Administrator and Events Officer to support the Chief Executive, Deputy Chief Executive and Centre's growing team with administrative, events and project coordination support for all of the Centre's areas of work.

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 the Centre hosted events. Broadly speaking the role will be divided 50-50 between administrative and events focused tasks.

DUTIES AND RESPONSIBILITIES

Key responsibilities include, but are not limited to:

- Organising travel requirements for staff and guests, including transportation, accommodation and visa support
- Planning and organisational support in the lead up to (sometimes concurrent) events and meetings, including preparing guest lists, invitation distribution, liaising with venues and catering providers, booking meeting rooms and any other logistical tasks (this may involve domestic or international travel)
- Possible domestic or international travel to provide on the ground support for an event

- Administration and coordination of virtual meetings of the Centre’s Advisory Council, Working Groups and webinars
- Supporting the internal processes for finance, compliance, (including for GDPR), governance (including taking minutes at Board meetings) and funding reports
- Being first point of contact for the Centre by email, post and phone
- Assisting with human resources functions including administration for recruitments and leave records
- Participation in strategic team meetings, and project and event planning meetings.
- Other duties as agreed with line manager

PERSON SPECIFICATION

The successful candidate will have:

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> • University degree (or equivalent experience) 	<ul style="list-style-type: none"> • Further education certificate/diploma in relevant field.
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 work. • Proven experience planning and organising meetings and events including events co-ordination, booking travel and handling logistics. 	<ul style="list-style-type: none"> • Experience of handling human resources functions. • Experience of work in the not-for-profit sector. • Experience of basic budget management • Experience of working in an unsupervised environment on a regular basis and working with a ‘virtual’ team in varying time-zones.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent ICT skills including accurate typing, Microsoft Office programmes and excellent experience of using the internet. • Experience of using a Mac • Experience of using telecommunications applications (Skype, Zoom) • Excellent communication skills and co-ordination across teams and time- 	<ul style="list-style-type: none"> • Knowledge of GDPR compliance processes • Experience for being responsible for meeting minutes and record keeping. • Experience of implementing policies that are human rights and child rights compatible • Intermediate French language

	<i>Essential</i>	<i>Desirable</i>
	<p>zones.</p> <ul style="list-style-type: none"> • Experience of being resourceful in finding cost-effective solutions • Fluency in written and spoken English. • Excellent time management skills and the ability to plan, organise and prioritise workload, and meet deadlines. 	<p>skills an advantage</p> <ul style="list-style-type: none"> • Experience engaging with senior executives and VIP stakeholders • Experience negotiating terms with travel / hotel / catering providers
Personal Qualities	<ul style="list-style-type: none"> • Proven ability to be proactive and self-motivating. • Attention to detail and ability to maintain a high level of accuracy in preparing and presenting information. • A strong work and team ethic. 	<ul style="list-style-type: none"> • Demonstrable interest in the field of sport and human rights

APPLICATION PROCESS

1. Deadline for application: Wednesday 26th June 2019, 5pm UK time

2. Interviews will be held remotely on Monday 8th July 2019 via Zoom. Interested applicants should ensure their availability for a one-hour slot on this date. Short-listed candidates will be notified and invited by email on Friday 28th June. Only successful applicants will be notified.

3. Expected start date: 1st August 2019 (or sooner)

Please email your CV and cover letter with two referees to Kia Kyhl at recruitment@sporthumanrights.org. In your cover letter you **must address the above person specification** to show your suitability for this role, and indicate how many hours per week you are applying for (the post can offer 4 or 5 days per week). Please also state where you saw the vacancy advertised. Any job offer will be subject to at least two satisfactory references for the successful candidate.