

## Job Description: Team Assistant & Office Manager (January – August 2019)

LOCATION: LONDON OFFICE – DEC 2018

### About the Freedom Fund

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The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is the world's first private donor fund dedicated to identifying and investing in the most effective frontline efforts to end modern slavery. It:

- **invests** in those countries and sectors with the greatest incidence of slavery.
- **analyses** which interventions work best, and **shares** that knowledge.
- **brings** together a community of activists committed to ending slavery and empowered by the knowledge of how best to do so.
- **generates** private funding by demonstrating how effective interventions can protect those at risk of being enslaved and free those in slavery.

The Freedom Fund now has programs in Northern India, Southern India, Ethiopia, Thailand, Southern-Eastern Nepal and Central Nepal. It currently supports and funds over 100 partners around the world.

### About the position

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This is an exciting opportunity for an ambitious individual to increase the effectiveness and impact of a nonprofit working to improve the lives of millions of the most vulnerable people around the world.

Reporting to the EA to the CEO, this role has three key responsibilities: providing a high level of administrative support to the Freedom Fund's program team, ensuring the smooth running of the London office, and organising Freedom Fund events. The successful applicant will:

1. Provide support to the program team on tasks such as diary management and meeting organisation, international travel bookings, expenses, data entry, basic research and other adhoc tasks as required by the team;
2. Ensure the smooth operation of the UK office including basic IT support; and
3. Under the guidance of the EA to the CEO, assist with the organisation of Freedom Fund events in the UK, including retreats, conferences and drinks receptions. We currently hold around 4 of these a year.

### Responsibilities

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#### Program team support

- Support members of the program team with international travel bookings, including flights, accommodation, visas etc;
- Assist with diary management for internal and external meetings, often working across more than one timezone;

- Maintain systems for tracking team members' travel vaccinations and renewal dates, travel security memos etc;
- Manage expense reimbursement claims and credit card reconciliations for team members, as necessary;
- Collating agenda items for team meetings and accurately taking minutes and actions as required;
- Other adhoc tasks such assisting with PowerPoint presentations, proof-reading, basic research;
- Input program team contacts into Salesforce on a timely basis.

#### Office management, including Finance & HR support

- Perform receptionist duties: answering the phone, taking messages, welcoming guests, managing the Freedom Fund's general inbox, and general office cleanliness and presentation;
- Run errands, manage supplies, and all relevant vendor relations;
- Organise catering for meetings and room bookings as required;
- Act as point person for solving any technical challenges with computer systems, email and networks as needed;
- Provide cover for the EA to the CEO when required; and
- Any other duties required by senior members of the operations team

#### Event organisation (approximately 4 small, high-level events per annum, under guidance the EA to the CEO)

- Main point of contact for all event matters;
- Set, communicate and maintain project timelines and priorities for events in coordination with relevant Freedom Fund staff;
- Work with colleagues to create event materials (invitations, agendas, bibliographies etc);
- Develop and manage invitation lists for general attendees and speakers;
- Liaise with external suppliers including venues, caterers, A/V etc;
- Arrangement of travel, accommodation and visas where necessary;
- On-the-day management of events.

#### Qualifications and experience

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##### Essential

- At least two years professional work experience (internships qualify).
- Outstanding oral and written English communication skills.
- Excellent numeracy and MS Office (specifically must be competent at Excel, Word and PowerPoint).
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund.

##### Desirable

- Undergraduate degree (preferably related to international development, politics, human rights).

#### Personal attributes

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##### Essential

- Ability to proactively identify key issues, think ahead, anticipate needs and use judgement to adapt solutions to meet situational needs;
- Excellent interpersonal and communication skills with the ability to liaise with individuals at all levels and across a wide range of internal and external stakeholders;
- Team player committed to the Freedom Fund's vision, mission, values and goals and passionate about human rights issues;

- Excellent social skills, able to operate with diplomacy, tact and empathy, working as part of a team in a co-operative and supportive way, with a wide range of individuals from diverse backgrounds;
- Ability to remain focused and calm under pressure in order to deal with ambiguities and conflict;
- A commitment to excellence and a relentless pursuit of results with an exceptional work ethic, strong organisational skills and a can-do attitude;
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.

## Compensation

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- £25,000 - 30,000 per annum plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and childcare voucher schemes available.

## Application procedure

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Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two referees. **Please note that unless a covering letter outlining why you wish to work for the Freedom Fund and highlighting how your experience matches those outlined above, your application will not be considered.**

Please send applications by email in PDF format, including 'Team Assistant & Office Manager' in the subject line to [jobs@freedomfund.org](mailto:jobs@freedomfund.org). **The closing date is midnight on the 9<sup>th</sup> December. We are looking for someone to start in January 2019.**

*The Freedom Fund is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Applicants must be eligible to work in the United Kingdom.*