

Post Details

Job title:	Executive Assistant (EA)
Reports to:	Director
Key relationships:	Director, Fundraising Manager, Executive Committee, Board of Trustees
Working hours:	2½-3 days per week (17.5 - 21 hours)
Starting salary:	£19,000 pro rata

Post Summary

This is an exciting opportunity to join a small but dynamic team which is committed to human rights and campaigning for a free Tibet. This is a central role which requires someone who is confident, motivated, flexible and well-organised, with a problem-solving approach and the ability to multi-task.

You will be the first point of contact for Free Tibet supporters and members of the public. You will be responsible for general administration, ensuring the smooth running of the office and assisting with events and supporter communications. You will support the Director of Free Tibet (who is also Director of our research partner, Tibet Watch), as well as the Free Tibet Executive Committee and the Tibet Watch Board of Trustees. This is a challenging but varied role which will suit someone who enjoys working across different areas and is able to manage competing priorities.

As part of the Free Tibet team you will have opportunities to participate in protests, campaign actions, festivals and outreach events. You will also have opportunities to attend cultural events organised by the Tibetan Community UK or the Office of Tibet.

Additional benefits include flexible working hours, training and development opportunities, a central (Shoreditch) office location, pension scheme, interest free season ticket loans and a generous annual leave allowance (25 days pro rata plus public holidays and additional time off between Christmas and New Year).

Free Tibet

Free Tibet is one of the world's leading Tibet campaign organisations. Our vision is a free Tibet in which Tibetans are able to determine their own future and the human rights of all are respected. We campaign for an end to China's occupation of Tibet and for international recognition of Tibetans' right to freedom. We mobilise active support for the Tibetan cause, champion human rights and challenge those whose actions help sustain the occupation.

Tibet Watch

Tibet Watch is a UK registered charity which was set up in 2006. Our core aim is to promote the human rights of the Tibetan people through monitoring, advocacy and research. We are the only organisation dedicated to sourcing and verifying accurate information about the human rights situation in Tibet.

Job Description

Key Responsibilities

Administration and Supporter Care

- Manage the smooth running of the office e.g. ensuring that stationery and office supplies are ordered as required, the office filing system is maintained, etc.
- Manage the public-facing email accounts for Free Tibet and Tibet Watch, responding to supporter queries and distributing mail as appropriate.
- Manage incoming and outgoing post.
- Respond to telephone enquiries from supporters.
- Maintain the Director's filing system, both paper and electronic.
- Arrange and administer the office insurance.
- Act as Free Tibet's tenant representative and attend building management meetings.
- Ensure that Free Tibet has a first aid officer and a fire officer and meets its health and safety responsibilities.
- Organise travel arrangements for the Director and other staff.

Governance

- Administer the Executive Committee (Free Tibet) and the Board of Trustees (Tibet Watch), including arranging meetings and taking minutes.
- Maintain the electronic and paper files for both the Executive Committee and the Board of Trustees.
- Ensure that action items arising from meetings are fulfilled e.g. by reminding those responsible of deadlines and providing any support necessary.
- Ensure that financial and legal documentation is kept up-to-date e.g. bank mandates, records at Companies House, etc.

Human Resources

- Assist with recruitment, including management of correspondence with applicants, scheduling interviews, administering tests for interviewees, keeping records up-to-date, etc.
- Ensure that contact details for staff and Executive Committee / Board members are kept up-to-date.
- Oversee digital calendar for annual leave and ensure that all staff have digital timesheets.
- Assist with the induction process for new staff, including scheduling.

General

- Participate in regular team meetings.
- Participate in campaign actions as required, including events, protests and demonstrations.
- Assist in the planning and delivery of outreach events and Free Tibet's attendance at festivals.
- Any other tasks reasonably required to ensure the smooth running of the office.

Person Specification

Essential:

- Excellent administrative and organisational skills, including a good eye for detail.
- Experience of working in a relevant field e.g. administration or project management.
- Excellent communication skills – both written and verbal.
- Ability to represent Free Tibet at meetings, in liaison with suppliers and at supporter events.
- Good numeracy skills.
- Ability to maintain confidentiality.
- Ability to manage competing priorities and ensure deadlines are met.
- Able to take initiative and problem solve as required.
- Proficient in MS Excel, Word, Outlook and PowerPoint.
- Flexible and adaptable approach and the ability to work as part of a small team.
- Commitment to Free Tibet's mission.

Desirable:

- Experience of planning and managing events.
- Experience of working in a fundraising or campaigning environment.
- Experience of using a supporter database.

Application Process

You can return your completed application by email to recruitment@freetibet.org or by post to 28 Charles Square, London N1 6HT.

Completed applications must be received by **10:00 am on Tuesday 19 February**.

Applicants who have been **short-listed** will be notified on **Wednesday 20 February**.

Interviews will take place on **Tuesday 26 February**.