

Post Details

Job title:	Executive Assistant (EA)
Reports to:	Chief Executive
Key relationships:	Chief Executive, Fundraising Manager, Executive Committee, Boards of Trustees
Working hours:	2½ days per week (17.5 hours)
Starting salary:	£19,000 pro rata (£9,500)
Location:	Our office is located in central Brixton. We are largely working from home due to Covid-19. Due to the responsibilities of this post, the post holder would be required to be in the office one day a week.

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 responsible for general administration, ensuring the smooth running of the office and assisting with events and supporter communications. You will support the Chief Executive of Free Tibet (who is also Chief Executive of our research partner, Tibet Watch), as well as the Free Tibet Board and the Tibet Watch Board of Trustees.

As part of the Free Tibet team you will have opportunities to participate in protests, campaign actions, Tibetan cultural events and outreach events.

Additional benefits include flexible working hours, training and development opportunities, 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, the premises are insured, etc.
- Be the liaison for the building management and service providers to the office.
- Assist with the public-facing email accounts for Free Tibet and Tibet Watch, responding to supporter queries by email and phone and distributing mail as appropriate.
- Manage the organisations filing system, both paper and electronic.
- 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 team.

Governance

- Administer the Board (Free Tibet) and the Board of Trustees (Tibet Watch), including arranging meetings, compiling reporting, sending papers and taking minutes.
- 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 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.
- 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.
- Competent numeracy skills.
- Ability to manage competing priorities and ensure deadlines are met.
- Proficient in MS Excel, Word, Outlook and PowerPoint.
- Ability to take initiative, problem solve, work with limited supervision and 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 (CRM).

Application Process

You can return your completed application by email to host@freetibet.org.

Completed applications must be received by **10:00 am on Monday October 26th**.

Interviews will take place on Tuesday November 3rd via video call.