

Post Details

Job title:	Administrative Assistant (fixed term, three months).
Reports to:	Fundraising Officer, Supporter Care & Shop Officer.
Working hours:	3 days per week (21 hours).
Starting Salary:	£23,000 pro rata (£13,010)
Location:	Hybrid working. At least two days per week in our Brixton office.

Purpose of this post

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 motivated, flexible and well-organised, with an ability to multitask.

You will be responsible for supporting two key members of the Free Tibet team: (1) the Fundraising Officer (2) the Supporter Care and Shop Officer. Depending on the applicant's skills, experience and interests, there may also be scope to support the Campaigns Team with some tasks.

This is a temporary post, lasting for three months, with the post being reviewed once this period is complete.

This post would be ideal for someone seeking to develop their experience in an office – particularly a non-governmental organisation office – environment. It would also suit someone who is passionate about the Tibetan cause or human rights more generally and is looking to find a way to turn this passion into practical support.

About 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 and challenge those whose actions help sustain the occupation.

Equality, diversity and inclusion

Free Tibet and Tibet Watch are actively committed to equality, diversity and inclusion in our workforce. We strongly encourage applications from all sectors of society regardless of: age, gender identity, disability, marriage or civil partnership, pregnancy or maternity status, religion or belief, race or ethnic origin, sexual orientation, transgender status or socio-economic background. We also welcome applications from those who wish to return to the workplace after a period of absence. Sadly, we can only welcome applicants who have the right to work in the UK at this time.

Job Information Pack

Key Responsibilities

- Assist the Fundraising Officer with data entry on our supporter database.
- Assist the Shop Officer with packing and distributing shop orders.
- 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 organisation's filing systems, both paper and electronic.
- Manage the smooth running of the office e.g. ensuring that stationery and office supplies are ordered as required.
- General office upkeep and stewardship, including testing storage solutions.
- Participate in regular team meetings.
- Other tasks, as can be reasonably expected, depending on the successful applicant's skills (e.g. desk research, writing news stories for the Free Tibet website).

Person Specification

Essential:

- Experience of working in a relevant field e.g. administration or project management.
- Good administrative and organisational skills, including an eye for detail and careful attention with data entry.
- Excellent communication skills – both written and verbal.
- Competent numeracy skills.
- Ability to manage competing priorities and ensure deadlines are met.
- Proficient in key office programmes, including MS Excel, Word, PowerPoint, Gmail, Google Docs, and Google Sheets.
- 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 working in a fundraising or campaigning environment.
- Experience of using a supporter database (CRM) and manual data entry.
- Experience of customer care.

Application Process

Please send a CV and personal statement of no more than two pages outlining your suitability for this post to recruitment@freetibet.org. The deadline for all applications will be 10am on Monday 14 August. Interviews will be held later that week. We look forward to receiving your application.