

Administration and Finance Officer

Peace Brigades International UK (PBI UK)

- ***Build and implement effective organisational administration systems and processes so that PBI can provide ground-breaking support to environmental and human rights activists.***
- ***Join a small, friendly team working innovatively to coordinate our work both internally and with colleagues and allies across the UK and around the world.***
- ***Lead delivery of the logistics underpinning our signature events and activities, while ensuring the smooth day-to-day running of a growing team making human rights change.***
- ***Flexible work conditions and potential for salary increases, training, and travel.***
- ***An exciting chance to take PBI UK's organisational development to the next level in a post providing unique opportunities for personal and professional growth.***

PBI provides life-saving protection and catalytic support for women's rights activists, Indigenous leaders, LGBTIQ+ groups, environmentalists and other human rights defenders in Africa, Asia, and Latin America, while advocating for lasting changes to laws and policies.

We seek a highly-organised and motivated UK Office Administrator to improve and streamline our processes and procedures. You'll help to develop new policies and to manage our grants, liaise with staff globally, and co-organise exciting events and activities in London & around the world.

The candidate will be a proactive and creative problem solver who enjoys balancing routine tasks with solving unforeseen issues. They will have the vision and drive to propose and develop new work methodologies, communicating clearly with diverse teams regarding innovative projects.

Our work supports some extraordinary people on the forefront of human rights change and we hope to work with someone who shares our motivation in this endeavour. We believe a well-rounded team is made up of diverse people that bring different perspectives and experiences to contribute.

Title:	Administration and Finance Officer
Location:	UK; Flexible. Working from PBI's London office is preferable. You can also work from home, though you will be expected to work from PBI's office at least once a week, as well as attending other occasional meetings and activities in London.
Reports to:	PBI UK Director
Manages:	Volunteers and consultants as required
Contract:	2.5 days per week – please state preferred working days/hours in cover letter.
Salary & benefits:	£13,400 - £15,000 (<i>pro rata</i> of £26,800 - £30,000) dependent upon experience. 14 days annual leave plus public holidays (<i>pro rata</i> equivalent of 28 days per year).
How to apply:	Please send a copy of your CV and a cover letter (including your preferred location and working days) to admin@peacebrigades.org.uk Applications will be assessed on a rolling basis until 23.59 GMT on Sunday, March 24.

About us:

Peace Brigades International (PBI) is an international NGO with over 40 years' experience providing life-saving protection and support to hundreds of brave human rights defenders who face reprisals because of their activism for social justice. PBI's trademark *protective accompaniment* teams in Colombia, Honduras, Guatemala, Mexico, Nicaragua, Indonesia, Kenya and Nepal are supported by offices elsewhere in the world, such as our UK section (where this role is based), which carries out fundraising, recruitment, case and policy advocacy, outreach, capacity-building and communications.

- Find out more about us at: <https://bit.ly/3oUcATm> and <https://bit.ly/3Z5sU4g>

About the Role:

You will be responsible for designing and implementing systems and processes to ensure that PBI UK's growing team can work happily, efficiently and effectively. You will use your organisational and communications skills to oversee the management of our facilities and provide administrative and logistical support for PBI's day-to-day activities and signature events. You will provide support to our finance and fundraising teams by helping report on expenditure of grants, and you will help the Director and Board with the management of human resources. By relishing the challenge of liaising with PBI's diverse sections around the world, you will also contribute to global improvements in our operations. All in all, you will play an essential role in the timely management and delivery of our commitments to human rights defenders, by diligently tracking our obligations and coordinating elements of our projects and follow-up with the people we support around the world!

Responsibilities include:

Systems and processes – 15%

PBI UK's team is growing at a steady pace, at the same time as PBI's global work evolves to respond to the needs of frontline activists. You will work with the Director and team-mates to propose and develop systems and processes for efficient, effective and happy working now and in the future.

- Lead design, implementation evaluation and compliance of administrative systems & processes
- Maintain and keep record of insurances, software licences, IT hardware etc.
- Keep staff updated on procedures, including by participating in team meetings
- Help strengthen PBI's policies, including those on diversity, equality, inclusion & accountability
- Knowledge management and content management.

Administration, logistics, project delivery and facilities – 35%

PBI's staff are constantly designing and implementing cutting-edge projects at home & abroad, while delivering flagship events and activities. You will help ensure all logistics are under control.

- Liaison with the coworking facility PBI works from to ensure a functional & enjoyable workplace.
- Lead day-to-day office and virtual procedures, e.g. room bookings & online meeting spaces.
- Lead implementation of logistics related to activities and events, including bookings & payments.
- Bookings & planning for staff travel and visits of grassroots human rights defenders to the UK.
- Maintain asset and supplier lists, sourcing quality suppliers who offer value for money.
- Support project delivery through diligent coordination, scheduling, tracking & following up.

Finances and grant management – 30%

PBI UK is funded by a range of donors, sometimes acting as an intermediary to get resources to our frontline work. Ensuring these grants are managed and reported on professionally is vital.

- Liaise with PBI UK’s Head of Development and Finance Manager to ensure that expenditure is effectively recorded and coded to ensure effective auditing and reporting to funders.
- Liaise with contacts around the world to compile inputs for grant management and reporting.

Human resources and governance – 10%

Our diverse team works flexibly across different locations. Making sure everybody has what they need to work impactfully, and that recruitment is successful, will be a key function of the role. • Keep up-to-speed with human resources best practice to ensure implementation in PBI UK • Support with job advertisements and recruitment processes.

Other – 10%

- Other activities in line with the position’s responsibilities.

About you

	Essential	Highly Desirable
Qualifications		Qualifications in office administration & logistics
Experience	Experience of office administration Experience of finance administration Experience liaising with multiple & varied stakeholders Proven track record of successfully multi-tasking	Experience working in human rights/ humanitarian sector(s) Experience working in a multi-cultural and multilingual environment Experience with event organisation

<p>Skills/ Knowledge</p>	<p>A love for working with people</p> <p>Excellent people and interpersonal skills (both orally and written)</p> <p>Proficient in office IT skills (Excel, Word, Outlook & open-source equivalent), project management (e.g. Asana, Trello) and/or online collaboration software (Zoom, MS Teams, MURAL, slack, etc. or similar).</p> <p>Ability to work both as part of a team and unsupervised</p> <p>Skilled at managing multiple tasks at the same time - and able to prioritise effectively to meet deadlines</p> <p>Confident managing your workload and comfortable communicating your availability</p> <p>Proactive problem-solving and ability to use initiative to spot opportunities for improvement and act upon them</p> <p>A 'can do' approach to multiple and varied tasks and an ability to prioritise</p> <p>An ability to record administrative information efficiently and meticulously</p>	<p>Online and digital communications skills</p> <p>Experience working with diverse and decentralised teams</p> <p>Prior experience of using digital security tools, and/or website content management</p> <p>Working knowledge of Spanish</p>
<p>Values and attitudes</p>	<p>Commitment to the principles and values of PBI</p> <p>Cultural and gender awareness and sensitivity</p> <p>Positive attitude, particularly regarding problem solving</p>	<p>Knowledge of human rights and environmental issues</p>