

gisf



The Global Interagency Security Forum (GISF) is an independent network of security focal points who represent humanitarian NGOs operating internationally

## Admin & Projects Officer

**Full time – working 37.5 hours per week**

**Salary: From £ £27,007**

**Line managed by: Operations Manager**

**Responsible for line managing: n/a**

**Location: London, UK (hybrid – at least 2 day a week in office)**

### About GISF

The Global Interagency Security Forum strengthens NGO safety and security practices worldwide. We have more than 130 member INGOs and offices in London and Washington, DC. GISF's member-led structure makes us a trusted platform for collaboration, a driver of innovative security risk management (SRM), and a repository of best practices. We also work closely with policymakers to enhance their understanding of SRM. We strengthen NGO security practice worldwide by:

- Maintaining and building from our expertise in humanitarian security risk management
- Offering trusted platforms for coordination and knowledge sharing
- Driving innovation, capturing best practice, and improving SRM capabilities.
- Supporting policy-makers and the humanitarian system to increase their understanding of SRM and maximise access to people in need

### What We Offer

- 25 days of annual leave increasing annually after 2 years, up to a maximum 30 days (plus bank holidays)
- Office shutdown between Christmas and New Year
- Employer Pension contributions
- A focus on professional development, including access to overseas events, workshops, and training

### The Job

The Admin and Projects Officer (APO) will work closely with GISF's Business & Operations Manager and the Head of Global Membership and NGO Services. The APO will provide efficient administrative support to enable the smooth functioning of the GISF Secretariat. You will be working as a part of a UK/US Administrative Team. Some European travel may be required to support at events.

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## Job Description

- Maintain GISF publications stock and storage
- Support with project mail outs
- Support with event logistics and organisation
- Maintain and distribute GISF promotional and marketing stock
- Support with membership database updates
- Support with grant opportunity identification
- Office Manual and Employee Handbook Updates
- Coordinate GISF meetings, including booking meeting rooms
- Travel bookings for GISF Team and events
  - Support emergency deployment of staff responding to crises
- Support with managing IT provider
- Liaise with London office property manager on behalf of the team
- Maintaining filing system on cloud server
- Support with consultancy contracts and all staff recruitment
- Provide administrative support to GISF's governance bodies
- Provide general administrative support to the team

## Person Specification

### Essential Skills/Experience

- Some experience in a similar administrative role
- Able to work on own initiative – a self-starter
- Able to work virtually as part of an already existing team
- IT-literate, with good knowledge of Microsoft Word and Excel and Office 365
- Good communication skills and strong written and spoken English
- An eye for detail and a systematic approach to work
- Ability to handle confidential information

### Desirable

- Knowledge of CRM systems (Salesforce)
- Previous experience in the charity sector

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### All GISF staff are expected to undertake the following general duties;

- Work within the framework of GISF's core values, promoting its ethos and mission statement.
- Work towards achieving GISF's objectives
- Ensure familiarity with and adhere to all GISF policies and procedures and keep informed of GISF activities
- Undertake and apply learning from appropriate training and development programmes.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in GISF's Safeguarding Framework

## How to Apply

Application is by submission of an application form, CV and cover letter. This should be sent to [recruitment@gisf.ngo](mailto:recruitment@gisf.ngo)).

The cover letter should be no more than two pages, and explain why you are interested in this post with GISF and how your skills and experience make you a good fit.

Also complete the attached Application Form. Your application **will not be considered** without this

**Closing date:** 2 February 2025

**For further details:** See [www.gisf.ngo/about](http://www.gisf.ngo/about) or contact [justina@gisf.ngo](mailto:justina@gisf.ngo)

**Due to the high volume of applications that we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks after the deadline, it means that your application has not been successful.**

***As this post is UK-based, you will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.***

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