



Events Coordinator and Team Assistant

Location:	Hybrid / London We combine home working and office-based working to suit individual and organisational needs. This post requires presence in the office in Central London at least once a week.
Salary:	£31,000-34,000
Contract:	Permanent, full-time
Hours:	37.5 hours, occasional evening and weekend work
Responsible to:	Finance and Operations Director / CEO
Key relationships:	Chief Executive Officer, Finance and Operations team, Legal team, Development team, Capacity building team, partners and beneficiaries
Closing date:	18 September 2024

About Media Defence

Media Defence is a charity that helps media to defend their rights. We support independent media, journalists and citizen journalists who are under legal threat by making sure that lawyers are available to defend them. We engage in strategic litigation to improve the regulatory environment for media freedom, make grants to organisations in various countries to run media defence programmes, and build the capacity of the lawyers and organisations we work with on issues of media law.

About the role

As Events Coordinator and Team Assistant, you will support the CEO, as well as the Operations, the Development and Capacity Building teams across all their events, traveling and administrative needs. Your main job responsibilities will be centred on organising and managing the admin that supports our work. You will play a crucial role in ensuring the smooth running of in person activities and administrative functions, working closely across the organisation.

You will be an enthusiastic team player as a lot of your tasks will involve and require input from other team members, from scheduling meetings to assisting in planning all our international travel, in compliance with current donor requirements.

Main responsibilities

Events planning and coordination

- Coordinate logistical aspects of in person programme activities, including venue arrangements, participant travel, accommodation, and catering. These activities may include meetings for lawyers, regional and international convenings for Media Defence's network of partners, and fellowships

- Implement the logistical planning of events, including visas, flights, ground transportation, itineraries, and other travel-related arrangements, ensuring that all donor requirements are satisfied, such as the Fly America Act where applicable
- Assist Media Defence staff with visa applications, travel arrangements, itineraries, and accommodation needs, providing support to ensure a positive experience. This may include Board meetings, conference participation for Media Defence's Legal Team and CEO travel coordination

Contractual and Financial Coordination

- Support the Finance and Operations Director to ensure that event logistics align with donor requirements and Media Defence policy requirements, with a particular focus on financial compliance and the accurate implementation of travel, finance, and procurement policies
- Coordinate with external vendors, service providers, and contractors to manage contracts, payments, and other financial transactions related to event logistics
- Maintain accurate and precise record-keeping for all event-related activities, ensuring documentation meets organisational and donor requirements
- Maintain a filing system of all travel related and relevant documents that meets Media Defence's policies and donor requirements

Team support

- Manage diaries and organise team meetings
- Take notes at meetings, prepare the minutes and distribute to relevant participants
- Provide support through administrative and communication activities, including checking that invoices from suppliers are accurate and handle any queries
- Oversee effective and smooth running of the Media Defence office, making sure staff are supported and resourced
- Monitor office supplies and stationery and make purchases when required
- Oversee maintenance of the fixed asset register and safeguard assets
- Participate in the delivery of ad hoc projects and tasks, as required

Other

- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested
- Maintain and observe an appropriate level of confidentiality at all times

Person Specification

Essential

- Excellent written and spoken English, good editorial skills and the ability to communicate with diverse communities and varied audiences
- Detail-oriented
- Competent IT user including Microsoft Office Packages, internet and email
- High level of personal integrity and commitment to the values of the organisation
- Ability to work flexibly and collaboratively to tight deadlines

- Ability to work in a multi-cultural environment
- Ability to manage a varied workload and demands from different teams
- Flexible and dependable, able to take the initiative
- Ability to work on own initiative without daily supervision
- Flexibility to reprioritise effectively and respond to requests for information at short notice
- Have a positive approach to daily tasks and have a solution focussed working method
- Proven experience of working with, and relating to, a diverse range of people and a pleasant, diplomatic manner and disposition in interacting with colleagues at all levels, as well as with Media Defence partners
- Right to work in the UK

Desirable

- Experience with databases/CRM systems
- Previous experience of working in a support/administrative support role would be an advantage
- Knowledge of French, Spanish or Arabic

Benefits

- Pension: Contributory pension scheme (employer matched contribution up to max. 8%)
- Annual leave: 25 days annual leave plus bank holidays
- Week off between Christmas and New Year's
- Third Friday of each month off
- Opportunity to carry over five days into the following annual leave year
- Days' start/finish time is flexible
- Friendly and supportive team culture
- On joining Media Defence, all employees are automatically able to access professional support through our Employee Assistance Programme (EAP) provided by Health Assured Limited and through a digital health app
- We offer an enhanced maternity and paternity leave package
- We provide a range of training and development tools to support our employees to improve or develop skills and knowledge for the benefit of both the individual and the organisation

Equality and diversity are fundamental to our mission. We are committed to the recruitment and retention of individuals from diverse backgrounds and who reflect the diverse communities in which we operate.

If you are interested in applying for this role, please email your CV and covering letter referencing 'Events Coordinator and Team Assistant' to recruitment@mediadefence.org.

Closing Date: 18th September 2024

Interviews will take place online between 25 to 27 September 2024