

## Job Description

<b>Job Title:</b>	Administrative Assistant
<b>Service:</b>	Coram International
<b>Location:</b>	Coram International, Coram Community Campus, 41 Brunswick Square, London WC1N 2QA
<b>Reporting to:</b>	Project Manager and Researcher
<b>Salary Range:</b>	£27,000 per annum (pro-rata)
<b>Work Pattern:</b>	21 hours per week (ideally three full days per week)
<b>Contract Type</b>	1 year fixed-term with the possibility of extension
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• Please note that applicants must currently hold the right to work in the UK, as no sponsorship is available for this role.</li> <li>• Please note this position would be office based at our Central London Office.</li> </ul>

Coram is a progressive and responsive children's charity, which draws upon a distinguished history and reputation in creating better chances for children. With some 300 staff, a distinctive headquarters near King's Cross and project teams across London, Coram strives to be a credible, respectful, professional, dynamic and committed organisation where these values infuse all that we do to help the most vulnerable children, young people and families in our society.

The Coram campus is set in the heart of Bloomsbury, with great views across our historic Campus. Although just a few minutes' walk from King's Cross, Euston and Russell Square stations, our contemporary buildings are surrounded by trees and a green oasis which retains a peaceful atmosphere, providing an exceptional setting for meetings, interviews, seminars, training, and corporate events.

### Purpose of the role:

Coram International is a consultancy team based at the Coram Children's Legal Centre in London. Our team works with UN agencies, international charities and governments around the world to promote and protect children's rights.

Our work involves providing technical expertise to support the development of laws, policies and programmes to protect children's rights as well as training and research covering a broad range of thematic areas. Our thematic areas of focus include: the treatment of children within criminal justice systems; violence against children and child protection; protecting the rights of children in the context of migration and asylum; child marriage; adolescents' access to sexual and reproductive health rights; the rights of children in the context of armed conflict and terrorism; and many others. We work in countries throughout the world.

We are seeking a highly organised, diligent and proactive Administrative Assistant to support the project management team and other staff members with administrative tasks associated with our projects.

**Organisational Relationships:**

1. The Administrative Assistant will be directly line managed by the 'Project Manager and Researcher' and, indirectly, by the Director.
2. The Administration Assistant will work with other Coram International staff and personnel involved in consultancy projects, including external practitioner experts and national consultants.

**Main duties & Responsibilities:**

The Administrative Assistant will provide administrative support to the project management team and other staff to support the team with its work in line with Coram International's policies and procedures, including:

- Administrative support to the project management team and other staff in managing and implementing Coram International's consultancy contracts;
- Administrative support in planning and arranging travel logistics for staff and consultants, including booking flights, preparing advance expenses and return expenses and supporting staff in obtaining travel visas;
- Supporting the project management team in maintaining up-to-date electronic and hard copy files and records relating to our work;
- Supporting the team in adding publications to Coram International's website and keeping the website up-to-date;
- General administrative support for the team including filing, photocopying, answering and directing telephone calls and scheduling meetings when requested;
- Supporting the team in identifying and applying for funding opportunities and reporting to donor agencies;
- Formatting reports, presentations and other deliverables in line with Coram International's branding guidelines; and
- Any other administrative tasks to support the work of Coram International.