



Programmes Assistant

Job Description, 11 June 2024

About You

We are in search of a Programmes Assistant who brings excellent administrative skills, a keen interest in human rights and a commitment to supporting a vibrant civil society and open civic space. This is a newly created position to provide additional support to the expanding FICS team. To thrive in this role, you will enjoy collaboration across the organisation and engaging with our teams to deliver effective administration supporting a diverse range of programmatic work. You will also enjoy being in a busy and highly adaptive environment where we are working across a range of complex issues.

You will be keen to get involved in and develop your understanding of FICS' work around civic space ranging from narrative power to securitisation. You might be looking to begin a career within human rights and philanthropy.

Successfully managing a varied workload within established deadlines is key. Your approach should be methodical, and we are looking for someone with a genuine enthusiasm for supporting effective programme management, which includes adept record-keeping, utilising planning tools, and handling some financial administration.

We are looking for someone who is flexible, proactive, and ready to contribute to the dynamic growth of our warm and friendly team. In return, we are committed to providing training and shadowing opportunities through which you will have the opportunity to learn about a diverse range of issues relating to civic space and meet with a wide range of amazing changemakers.

About Us

FICS' vision is a world where people, communities and movements can leverage their collective power to push for political, social, and economic transformation without harm, stigma or fear.

[FICS' global analysis](#) uncovered three drivers that stand in the way of this vision:

- The growing social and political power of anti-rights actors.
- The expansion and abuse of security powers, tools, and discourse.
- The concentration and abuse of economic power.

Our mission is to mobilise resources for transformative movements to defend and expand their civic space.



You can find out more about our work at www.fundersinitiativeforcivilsociety.org.

You can find out more about our programmes at [Civic Futures](#) and [Global Narrative Hive](#).

Key Responsibilities

General Administrative Support

- Monitor shared email inboxes – acting as first point of contact for external enquiries and logging, fielding, and actioning requests as appropriate.
- Maintain organised documentation for programme activities, including meeting notes, contracts, and correspondence within our cloud-based filing systems.
- Help keep membership/contact information updated within the CRM.
- Support team travel plans including transport, accommodation, and visa arrangements.
- Occasional assistance with scheduling of meetings.

Finance Administration

- Look after the day-to-day processing of invoices, credit card statements, expenses, and advisory fee payments.
- Assist in monitoring expenses according to allocated budgets.
- Assist with the drafting and processing of contracts for consultancies.

Event Administration

- Help organise events, workshops, or meetings related to the programmes (most of these are online).
- Coordinate logistics, including Zoom bookings, participant registration, interpretation and translation arrangements, supporting the coordination of speakers and participants, access needs.
- Assist during online events with light tech and administrative support.
- For occasional in-person events, assist with venue booking, catering and travel arrangements and risk assessments.
- Assist with the preparation of emails, presentations, and other materials related to events.

Person Specification

We are committed to being a diverse team and are looking for talented people from a wide range of backgrounds, cultures and experiences who share our values.

In your application, please demonstrate how you address the following criteria:

Essential

- Relevant administrative experience.
- Proven organisational skills, with excellent time management, the ability to manage a varied workload and to work flexibly within a small team.
- Proficiency in clear English communication, both verbally and in writing, with good attention to detail.



- Good numeracy skills, including experience of using an online accountancy package, ideally Xero, and the ability to work with financial records and ensure accuracy.
- Comprehensive proficiency in Microsoft Office O365 and familiarity with communication tools and platforms, especially Zoom.
- Good understanding of the importance of maintaining confidentiality.
- Permission to live and work in the UK.

Desirable

- Previous experience of working in a not-for-profit organisation.
- A keen awareness of digital security in the context of human rights work.
- Experience of supporting and organising events.
- Basic design skills, following brand guidelines, to create visually appealing email and presentation content.
- Experience of working with CRMs and Mailchimp.

Terms and Conditions

Hours	This is a full-time role, although we would also consider offering the role as a job share or at 4 days/wk (0.8 FTE).
Terms	Permanent contract, subject to funding, with an eight-week probationary period.
Salary	This role has been benchmarked at GBP 27,200
Benefits	We offer a range of benefits including 25 days' holiday plus bank holidays (pro rata). Global Dialogue contributes 6% to its workplace pension scheme, has a flexible working policy, and offers personal development leave.
Location	This is a hybrid, UK-based role. You will work predominantly from home. UK-based colleagues are expected to attend two working days (Tuesdays) in London each month as part of their regular working pattern and commute. You may be asked to participate in other in-person meetings; for these additional meetings, you would be given reasonable notice and travel expenses would be paid.
Reporting to	Programme Manager – Research and Development

To Apply

Please send an email to kate@global-dialogue.org by 9am UK time on 15 July 2024 with the phrase Programmes Assistant and your name in the subject line.



Please send us a two-page cover letter setting out why you are interested in this role and how you meet the criteria set out in the person specification. Please also attach a copy of your CV.

Shortlisted candidates will be invited to interview online during the week of 29 July 2024.

Equal Opportunities

We are committed to the employment and career development of disabled people. We will make reasonable adjustments during the recruitment process and during employment. Please contact FICS Deputy Director if you would like to discuss this further.

If you declare that you have a disability and meet the minimum criteria for the job, we will offer an interview to give you the opportunity to demonstrate your abilities at an interview. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.