

Person Specification

Essential Requirements:

- Excellent organisational and time management skills;
- Ability to multi-task and work within tight timeframes;
- Diligence and excellent attention to detail;
- Excellent oral and written communication skills;
- Excellent interpersonal skills including (cultural) sensitivity, diplomacy, adaptability and tact in building professional relationships;
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook;
- Fluency in English;
- Right to work in the UK for the duration of the role.

Desirable experience, qualifications and skills:

- An undergraduate degree or equivalent in international development, human rights, office administration, project management, business administration or other relevant field;
- At least one year of experience of working in a team and providing administrative support;
- Previous experience working for a human rights or development organisation or consultancy team;
- Experience of working in an international environment;
- Additional language skills.