

Job description: *Operations Assistant*

Position: Operations Assistant

Job Location: London, UK

Start date: July 2019

Duration: Permanent; full-time

We are a small, dedicated team that is passionate about what it is doing and works hard to ensure our organisation punches above its weight. We are looking for an enthusiastic and positive Operations Assistant to provide logistical and administrative support to strengthen us as we grow. You will relish a varied to-do list and will thrive on improving efficiency and operational systems.

Background: We are a Libyan and international independent non-governmental organisation, committed to achieving justice and respect for human rights in Libya. Our vision is of a Libya which embodies the values and principles of human rights and the rule of law and is a society committed to justice. We seek justice in Libya through advocacy and outreach, accountability, transitional justice initiatives and capacity building, underpinned by our own independent research.

We are recruiting an Operations Assistant for our London office. As Operations Assistant, you will provide logistical and administrative support to LFJL's programme and management teams. In particular, you will support preparations for organisational speaking and training events both in the UK and abroad and support the administration of our online databases. You will be comfortable using key IT software packages, and monitoring project expenditure to support financial reporting. You will be highly organised, articulate and confident when dealing with third parties in person, by phone or by email. Committed to LFJL's values and [mission statement](#), you will play a key role in our organisation, working across our teams to support events and project delivery as well as to implement policies and systems to strengthen the organisation as a whole as we grow and enter our next phase. As the Operations Assistant, you will report to the Operations Manager and Director of Programmes.

Responsibilities: You will work with LFJL's programme teams and management to provide logistical and administrative support. This will include:

- Planning and coordinating our programme of events by, for example, organising international travel, compiling materials and liaising with third parties, for small workshops and larger public events;
- Supporting design and overseeing the implementation of our internal policies and processes, including in relation to Human Resources and the General Data Protection Regulation;
- Acting as a point of contact for administrative third parties;
- Ensuring the smooth running of office equipment and supplies (including liaising with IT support contractors and other support providers);
- Working with the Operations Manager to ensure the prompt payment, filing and reconciliation of invoices including for payroll and pension auto-enrolment;

- Working with the Director and Director of Programmes to ensure regulatory commitments (for example with the Charity Commission and Companies House) are met;
- Travelling for workshops, meetings and conferences to support programme activities;
- Supporting programme staff with project budget management;
- Maintaining our website in cooperation with programme and communications staff;
- Searching for and liaising with programme teams on new funding opportunities;
- Working with the Operations Manager to implement and organise online and hard copy data systems; and
- Carrying out any other duties to support our activities.

Desired qualifications and skills:

Education

- Relevant qualification or apprenticeship.

Experience

- Relevant work experience is desired.

Skills and knowledge

- Experience providing logistical support to event coordination;
- Knowledge of key IT packages and accounting software;
- Confident and comfortable dealing with a variety of third parties;
- Willingness to use initiative, work independently and think creatively;
- Ability to multi-task effectively, including having excellent planning and organisational skills and the ability to work under pressure;
- Interest in human rights; and
- Positive, enthusiastic attitude.

Languages

- Excellent written and oral communication in English is essential.
- Understanding of Arabic is an asset.

Remuneration

Pay will be determined subject to your experience and qualifications. Work pattern to be negotiated based on your circumstances and our organisational needs.

How to apply:

Please send your CV and a cover letter specifying your interest in this position and LFJL to jobs@libyanjustice.org by **11 August 2019**, however please note that we are keen to fill this vacancy as soon as possible and will consider applications as we receive them. Please also include names and contact details of two referees.

Employees and volunteers are expected to have the appropriate work permits to work in the country for which they are applying for a position - in this case, the UK.