



Job Description: Operations Officer

Job title: Operations Officer

Employer: Lawyers for Justice in Libya

Job location: London

Duration: Part/full time, 12 months fixed term

Start date: As soon as possible

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, positive and hard-working Operations Officer to provide programmatic, logistical and administrative support to strengthen our team as we grow.

Overview:

Lawyers for Justice in Libya (LFJL) is 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, all underpinned by our own independent research.

We are recruiting an Operations Officer for our London office. As Operations Officer, 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 ensure that the office space operates smoothly, efficiently and the setup is Covid-19 safety compliant. 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 Officer, you will report to the Executive Director, Director of Programmes and Finance Manager.

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

- Organise all arrangements and logistics for international, national, and online events, including international and national travel (air and local at meeting destination), coordination of accommodation of participants, meeting room venues, interpreters, and interpretation equipment.
- Liaise with the programmes teams to plan event details and budget breakdown and ensure all procurement procedures have been fulfilled and documented.
- Travel, if necessary, to ensure constant communication with LFJL, consultants, and participants and smooth delivery of events. Provide on arrival briefing for international guests, including security, health, and safety.
- Act as a point of contact for administrative third parties; manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time.
- Ensure the smooth running of office and maintenance of equipment and supplies including liaising with IT support contractors and other support providers.

- Ensure the office set up is compliant with Covid-19 safety measurements, providing regular briefing to the staff and visitors.
- Ensure office efficiency is maintained by carrying out planning and execution of office systems and website in cooperation with programme and communications staff.
- Support programme staff with project budget management.
- Provide support to Director of Programmes and Finance Manager on reporting.
- Support design, and oversee the implementation, of our internal policies and processes, including in relation to Human Resources and General Data Protection regulations.
- Work with the Finance Manager to ensure the prompt payment, filing and reconciliation of invoices including for payroll and pension auto-enrolment.
- Work with the Director and Director of Programmes to ensure regulatory commitments (for example with the Charity Commission and Companies House) are met.
- Work with the Finance Manager to implement and organise online and hard copy data systems.
- Carry out any other duties to support our activities.

Desired qualifications and skills

Education

- A degree in a relevant subject or equivalent level of education or experience

Experience

- Experience providing logistical support and event coordination; and/or experience in an administrative role
- Knowledge of Zoom webinar and meeting hosting functions
- Knowledge of key IT packages
- Experience in procurement and knowledge of accounting software is a plus
- Experience in report writing is a plus

Skills and knowledge

- Excellent written and oral communication in English is required
- Excellent communication and interpersonal skills to work in a multi-disciplinary team setup
- Understanding of Arabic is an asset
- Focus on providing high levels of customer service to internal and external stakeholders in a positive manner
- Excellent attention to details
- Ability to multi-task effectively, including having excellent planning and organisational skills and the ability to work under pressure
- Interest in human rights
- Positive, enthusiastic attitude.

Remuneration

Remuneration for the Operations Officer position is £25,322.02 pa.

Candidates must have the right to work in the UK.

How to apply

Please send your CV and a cover letter specifying your interest in this position and LFJL to jobs@libyanjustice.org by midnight 12 September 2021, 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.