

## Job description: Operations and Event Manager

**Job Location:** London, UK

**Start date:** February 2023

**Duration:** Permanent, full-time

**Salary:** £35,000 to £40,000 pa.

*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 and Event Manager to provide programmatic, logistical and administrative support to strengthen our team as we grow.*

**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 and Event Manager for our London office. As Operations and Event Manager, 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 and efficiently. 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 and Event Manager, you will report to the Executive Director and Finance Director.

### Responsibilities:

- 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.
- Build strong relationships with team members to understand their objectives and resource requirements to deliver events to the highest standard.
- 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.
- Manage supplier sourcing, contract negotiation and management of relationships with core venues and suppliers.
- Account for day-to-day decisions and for setting clear objectives for the LFJL operations team.
- Ensure the smooth running of office and maintenance of equipment and supplies including liaising with IT support contractors and other support providers.
- 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.
- Oversee the rollout and manage our online project management tools.
- Provide support to Finance Director and Heads of Programmes 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 Director to ensure regulatory commitments (for example with the Charity Commission and Companies House) are met.
- Work with the Finance Director to implement and organise online and hard copy data systems.
- Carry out any other duties to support our activities.

### **Qualifications and skills:**

#### *Education*

- A degree level of education or minimum 5 years' 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 and online project management tools (Monday.com, Microsoft Office);
- Experience in procurement and knowledge of accounting software is a plus;
- Experience in report writing is a plus.

### *Skills and knowledge*

- Excellent communication and interpersonal skills to work in a multi-disciplinary team setup;
- 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.

### *Languages*

- Excellent written and oral communication in English is required;
- Written and spoken Arabic a distinct advantage.

### **Remuneration:**

£35,000 to £40,000 per annum based on experience.

### **How to apply:**

Please send your CV and a cover letter specifying your interest in this position and LFJL to [jobs@libyanjustice.org](mailto:jobs@libyanjustice.org) by 23:59 (GMT) on **24 February 2023**. Please also include names and contact details of two referees who can speak to your experience in a similar role. You are encouraged to apply early as we will review applications and conduct first round interviews on a rolling basis.

**Eligibility Requirement: The chosen candidate will need to have a right to work in the UK before commencement of the role and may be asked for the relevant documents when they are invited to interview or when a formal offer is made.**