Job description: Operations Officer

Job title: Operations Officer
Location: London, UK
Duration: Permanent, full time
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 operational teams. You will ensure that the office space operates smoothly and efficiently. You will be comfortable using IT software packages, and 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, you will play a vital role in our organisation, working across teams 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 Finance Director.

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

- Building strong relationships with team members to understand their objectives and resource requirements.
- Acting as a point of contact for administrative third parties; managing relationships with vendors, service providers and organisational landlord.
- Overseeing our office move in 2023 and be responsible for the new office set up.
- Managing supplier sourcing, contract negotiation and management of relationships with core venues and suppliers.
- Accounting for day-to-day decisions and for supporting the setting of clear objectives for the LFJL operations team.
- Ensuring the smooth running of office and maintenance of equipment and supplies, including liaising with IT support contractors and other support providers.
• Ensuring office efficiency is maintained by carrying out planning and execution of office systems.
• Collaborate with the communications team to improve internal communications.
• Assist the rollout of our online project management tools.
• Supporting the design, and oversee the implementation, of our internal policies and processes, including those in relation to human resources and General Data Protection regulations.
• Working with the Finance Director 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 level of education in a relevant field or a minimum three years’ relevant experience.

Experience
• Experience providing logistical support and/or experience in an administrative role.
• Knowledge of Zoom webinar and meeting hosting functions.
• Knowledge of key IT packages.
• Knowledge of online filesharing and project management tools, such as Monday.com and Office 365.
• Experience in procurement and knowledge of accounting software is a plus.

Skills and knowledge
• Excellent written and oral communication in English is required; written and spoken Arabic is a distinct advantage.
• 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 detail.
• 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:
£27,500 – £30,000 p.a., 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 by 23:59 (BST) on 20 July 2023. Please also include the 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.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview. Please do not call to follow up on your application.

**Eligibility Requirement:** If you are applying to work in our London office, you will need to have a right to work in the UK before the commencement of the role and may be asked for the relevant documents when you are invited to interview or when a formal offer is made.