Project Administrator (VFL) 
Job Description

Global Network of Civil Society Organisations for Disaster Reduction (GNDR)

Our Purpose
The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007 as a voluntary network of civil society organisations committed to working together, and engaging with partners and other stakeholders, to increase community resilience and reduce disaster risk around the world. The network is growing and currently has approximately 850 member organisations in over 140 countries across virtually every geographical region of the world.

Our Vision
A vibrant, active, collaborative civil society supporting people and their communities, particularly poor and vulnerable groups, to prepare for, mitigate, respond to and recover from disasters and adapt to extreme hazards, shocks and disturbances in a changing climate.

Strategic Objectives
GNDR has three mutually reinforcing objectives:
- Increase the impact of civil society in influencing policies and practices at local, national, regional and international levels
- Enhance the collaboration capabilities of civil society and cooperation with other stakeholders
- Strengthen the creation, analysis and sharing of knowledge

Purpose of the Secretariat
The GNDR Secretariat serves as a “support entity” to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Background of Views from the Frontline
Views from the Frontline (VFL) remains the largest independent global review of disaster risk reduction at the local level. In 2009, GNDR launched this ground-breaking global monitoring initiative that involved the mobilisation of over 500 organisations across 69 countries to lead a participatory local monitoring process measuring the progress of UN and governments in strengthening community
resilience. In 2011, GNDR was awarded a UN Sasakawa “Letter of Commendation” in relation to VFL for shifting the emphasis of global DRR policy dialogue on the need to close the implementation gap between national policies and local practices. Building on this success, VFL was implemented worldwide again in 2011 and 2013 and has gathered to date the views of more than 85,000 stakeholders across 129 countries.

Since its launch in 2009, experience from VFL has shown that mobilising at-risk people and local actors to participate in a bottom-up monitoring process can provide an excellent means to open dialogue, raise awareness and deepen understanding of risk and promote all-of-society engagement to strengthen resilience. It has highlighted gaps between national policies and local practices, identified the need for collaboration and partnership for successful local implementation, and identified recommendations for a post-2015 DRR framework. These recommendations were subsequently used to inform GNDR’s report “Reality Check - Impact at the Frontline”, which served as GNDR’s key advocacy position leading up to and during the World Conference on DRR (WCDRR) in Sendai, Japan. As a result of these VFL recommendations, accompanied with the joint advocacy from CSOs around the world, the Sendai Framework for DRR (SFDRR) specifically states the importance of including local actors in risk governance, and instructs states to invest in multistakeholder approaches.

About Views from the Frontline 2019
This new VFL, VFL 2019, will capture local perspectives on risk and resilience, but also monitor the extent to which local actors are included in resilience planning processes. In doing so, it will establish a local baseline and local monitoring process to measure progress towards achieving an inclusive “people-centred” approach to resilience-building, as promoted within the SFDRR and associated frameworks.

In-country, the VFL 2019 methodology will be coordinated by National Coordinating Organisations (NCOs) selected from the GNDR membership. These NCOs will partner with local Participating Organisations (POs) to conduct surveys with local communities, vulnerable groups, CSOs, and local government representatives. The data will then be analysed and disaggregated, and support will be given to actors at different levels to reflect and act on the findings to build resilience.

- At the community level, the NCOs will support community members to develop local action plans based on the findings. Seed funds will be provided to support the implementation of these local action plans.
- At the national level, multistakeholder workshops will be held to bring together governments, private sector, civil society and other actors to develop joint objectives and shared accountability.
- At the national level, CSOs will be supported to jointly develop advocacy initiatives so that VFL findings may inform changes in policy and practice.
At the global level, an international campaign will be developed using the findings, focused on the inclusion of local actors in resilience planning processes. The local data will also serve to complement official sources of data gathered through the government monitoring processes for the SFDRR.

In so doing, VFL 2019 aims to increase awareness, capacity and accountability of all stakeholders for a people-centred approach.

**Purpose of the role**
The Project Administrator (VFL) will support the implementation of the VFL 2019 project through logistical and other administrative support. Working with the Secretariat team, GNDR members, relevant board members, consultants and advisors, the VFL Team Administrator role encompasses a range of tasks and responsibilities in what is a high-profile, innovative and ground-breaking programme that will require high-level engagement between civil society, local and national governments, UN agencies and donor institutions.

**Position in Organisation**
- Reports to the Views from the Frontline Coordinator (based in India)
- Works closely with the Views from the Frontline Coordinator (based in India), Views from the Frontline Officer (based in India), Programme Manager, GNDR’s Team Administrator, and other Secretariat staff and wider membership.

**Overall Scope of the Role:**
The post holder will work approximately 70% of their time on supporting the VFL project. The remaining 30% of their time will be spent on administration support for other projects and for the organisation in general, working in conjunction with the Programme Manager and GNDR’s part-time Team Administrator.

1. Logistics for *Views from the Frontline* project
2. Financial administration for the *Views from the Frontline* project
3. Logistics for other GNDR projects including ‘Institutionalising Sustainable Community-based Disaster Risk Management’
4. General Administration for GNDR
Specific Duties:

Logistics for *Views from the Frontline* project
1. Coordinate travel and accommodation arrangements for all VFL activities for GNDR staff, Board and members.
2. Administrative support in planning and organising international & regional workshops, trainings and meetings as part of the VFL project.
3. Assist team to plan, organise and conduct internal and external meetings to include drafting agendas, dispatching papers, establish call facilities, book meeting facilities etc.
4. Other VFL-related administration as required.

Financial administration for the *Views from the Frontline* project
1. Provide the required paperwork from VFL participants to support the donor reporting requirements of the Finance team
2. Support the process of collection of the receipts, statement of accounts and the invoices from the VFL participants
3. Support the Finance and Grants Officer to process invoices for VFL participant funding

Logistics for other GNDR projects including ‘Institutionalising Sustainable Community-based Disaster Risk Management’
1. Coordinate travel and accommodation arrangements for other GNDR projects
2. Administrative support in planning and organising international & regional workshops, trainings and meetings as part of other GNDR projects.
3. Plan proactively for project logistics to ensure efficient implementation of the project workplans.

General Administration for GNDR

The Team Administrator is part-time so up to 30% could be supporting her work when she is not in the office. Administrative tasks will be allocated to the Project Administrator (VFL) according to their skill-set and the team’s priorities.

Allocation of responsibilities
As the post holder provides administrative support to several staff members the time inputs to these will be allocated and managed by the Programme Manager in consultation with his/her line manager to ensure balanced use of the post holder’s time.
Person Specification

**External Title:** Project Administrator (VFL)  
**GNDR London-based Secretariat**

**Team:** Global Network of Civil Society Organisations for Disaster Reduction

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<th>ATTRIBUTE/SKILL</th>
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| **EDUCATION/QUALIFICATIONS** | • Fluency in written and spoken English  
• Eligible to reside and work within the UK | • Degree level  
• A qualification in a related subject  
• Secretarial/administrative qualifications e.g. RSA/Pitmans |
| **EXPERIENCE**  | • Office and team administration  
• Organising own and others work  
• Working with non-governmental organisations  
• Learning and communications | |
| **SKILLS/ABILITIES** | • Strong communications skills  
• Able to prioritise  
• Very good organisational and scheduling skills  
• Ability to organise meetings and conferences  
• Strong attention to detail  
• Computer literate Word and Excel  
• Able to learn and use new applications effectively  
• Clear, concise telephone manner  
• Good typing ability  
• Able to process invoices | • Database management  
• Language skills:-  
1/ Spanish  
2/ French |
| **PERSONAL QUALITIES** | • Good interpersonal manner and comfortable in cross cultural communication  
• Committed to GNDR’s values  
• Committed to working as part of a small team  
• A calm, confident, assertive and welcoming manner  
• Capable of working effectively in a high pressure and dynamic environment  
• Concerned about giving attention to detail  
• Able to take initiative and be flexible | |
INFORMATION FOR APPLICANTS

Project Administrator (VFL)
Full time 2-year contract; extension subject to funding.
The applicant must have the right to work in the UK.

Ideal start date: February 2019

Global Network of Civil Society Organisations for Disaster Reduction

BASED:
8 Waldegrave Road, Teddington TW11 8HT. Occasional overseas travel may be required.

OFFICE HOURS:
Five days per week: Monday - Friday
35 hour working week between 9.00am – 5.00pm with 1 hour for lunch
Flexible working hour options will be considered

ANNUAL LEAVE - FULL YEAR:
25 days pro-rata
+ statutory bank hols

SICK LEAVE SCHEME:
See GNDR HR Policies

NON-CONTRIBUTORY PENSION SCHEME:
For permanent staff members over 18 years old as follows
18 years old + - 10% of salary
50 years old + - 13% of salary
60 years old + - 15% of salary

NEW STAFF SERVICE:
6 month probationary period with 3 month mid-term review

SALARY:
£22,000 per annum