Team Administrator
and Board Liaison Officer
Job Description

[July 2019]

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 who are 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 1000+ 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 and 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 and international levels
- Enhance the collaboration capabilities of civil society and cooperation with other stakeholders
- Strengthen the creation, analysis and sharing of knowledge.

Main purpose of the role
The main purpose of the role is to provide timely and high quality administrative and office management support to the GNDR London and regionally-based Secretariat team. The role involves supporting a wide range of functions and activities including administration, financial, human resources, with a strong focus on events and conferences.
Position in Organisation
- Reports to the Executive Director or anybody assigned by him.
- Works closely with the Project Administrator, secretariat staff and liaises with the Global Board and wider membership.

Job Title: Team Administrator and Board Liaison Officer in GNDR London-based Secretariat

Line Management Executive Director or any official as may be assigned by her / him

Overall Scope of the Role:
1. Support the Executive Director in Board / Trustees Liaison and Compliance
2. General Team Administrative Support
3. Organising Meetings, Events & Conference
4. Office Management / Facilities
5. Membership Support / General enquiries / Help desk
6. Any Other Business

Specific Duties

Support the Executive Director in Board / Trustees Liaison and Compliance

1. Taking Board / Trustees meeting minutes
2. Assist the Executive Director to follow-up the compliance to the decisions taken.
4. Organise the logistics for the Board, Trustees, Members of the Technical Committees, Working Groups, etc.
5. Assist the Executive Director in her / his role as the organisation Secretary

General Team Administrative Support

1. Assist the Secretariat team in London on routine clerical and administration tasks
2. Lead on preparation & dissemination of Secretariat Team meeting minutes
3. Deliver the organisation care responsibilities as Health & Safety lead. Coordinate the implementation of staff health and security policies
4. Assure the organisation’s Data Protection, and compliance with GDPR
5. Documentation management / filing, hard and on-line systems.
Organising Meetings, Events and Conferences

1. Team calendar management
2. Assist team to plan, organise and conduct internal and external meetings to include: drafting agendas, dispatching papers, establish call facilities, book meeting facilities etc.
3. Preparation & dissemination of meeting minutes of the conferences / meetings / events
4. Administrative support in planning and organising international & regional conferences, meeting calls, workshops and Secretariat events.
5. Assist in travel and accommodation arrangements for Summit for GNDR staff, Board and members.
6. Assist in travel and accommodation for big groups (staff, guests, members, etc.)
7. Organising events and entertainments for guests.

Office Management / Facilities

1. Responsible for office furniture / equipment / supplies / stationery / refreshments / post
2. Deal with all matters relating to upkeep and improvement to the office space
3. Focal point for landlord, communal facilities, catering, cleaning, insurance, etc.
4. RHP facilities / catering / cleaning focal point
5. Booking car parking spaces at RHP building
6. Attend to general office phone enquiries
7. Maintain IT support facility as appropriate to include troubleshooting.

Membership Support / General enquiries / Help desk

1. General office phone enquiries.
2. Gatekeeper for GNDR Helpdesk – dealing with general and info@gndr.org enquiries from members and other parties.
3. Focal point for membership registration.

Any Other business: As may be assigned to by the line manager.

Allocation of responsibilities

As the post holder provides administrative support to several staff members, the time inputs to these will be allocated and managed in consultation with his/her line manager to ensure balanced use on the post holder’s time.
## Person Specification

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

Full Time Permanent Contract, with 6 months’ probation

POST OF: Team Administrator - Board Liaison

IDEAL START DATE: Mid-August, 2019

Global Network of Civil Society Organisations for Disaster Reduction


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

ANNUAL LEAVE - FULL YEAR:
25 Days per year
+ Statutory Bank Holidays

SICK LEAVE SCHEME:
See GNDR HR Policies

How to apply:

To apply for this position all applicants must send a covering letter and resume (CV) to jobs@gndr.org with subject “Team Administrator – Board Liaison”.

Phone / Skype and/or face-to-face interviews will be arranged for short-listed candidates on a rolling basis. Only candidates chosen for interviews will be contacted.

DEADLINE FOR APPLICATIONS: August 14th 5pm UK time

SALARY RANGE: £25,811 to £29,388 per annum