

# Job Description

## Position: Team Administrator and Board Liaison Officer

Reports to	Head of Operations
Direct reports	Currently none
Job family	Officer
Location	London
Latest update	October 2022

## About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR). Established in 2007, we are now a network of more than 1,200 organisations in over 120 countries. We work together to prevent hazards like floods, droughts, earthquakes and infectious diseases from becoming disasters where people lose their lives, incomes and assets. We listen to communities that are most at risk, strengthen the capacity of civil society organisations, and advocate for risk-informed development and localisation.

## Our vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

## Our goals

Our members have set three goals for the network for our 2020-25 strategy:

1. Strengthen the collaboration, solidarity and mobilisation of civil society organisations
2. Champion a localisation movement
3. Strive for risk-informed development

## Purpose of the secretariat

The secretariat is responsible for delivering the strategy and annual work plans, as agreed by the global board and trustees. The secretariat supports the development, coordination and implementation of the GNDR strategy. Our team is responsible to the board of trustees and the global board, via the executive director. Staff are based in regional hubs in six countries around the world: Guatemala, India, Indonesia, Kenya, Senegal and the UK.

## Main purpose of the role

The Team administrator and board liaison officer as a member of the secretariat team is responsible for providing 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 the organisation

- Responsible to the Head of Operations
- Part of the secretariat team and active participant in cross-team working groups
- Works in close collaboration with GNDR secretariat staff, trustees and Board members

## Overall scope of the role

The remit of this post will cover the following core responsibilities:

1. Management of the secretariat office
2. Administrative support
3. Travel arrangements
4. Trustee and board liaison
5. IT administration

## Specific responsibilities

### 1. Management of secretariat office

- Responsible for ensuring adequate office furniture, equipment, supplied are provided to facilitate smooth operation for the London Office
- Responsible for the procurement of office equipment and supplies

- Act as the focal point for RHP to ensure shared services are provided to the required standard, including communal facilities, catering, cleaning, toilets, security, car parking and insurance
- Deal with RHP on the maintenance and improvement of the office space
- Maintain the office asset register
- Responsible for the security of the office and equipment
- Ensure refreshments are available for staff and visitors
- Responsible for dealing with post, general phone enquiries and visitors
- Deliver the organisation duty of care responsibilities through coordinating the implementation of staff health and safety policies;

## **2. Administrative support for the secretariat**

- Assist the Secretariat with routine clerical and administration tasks
- Assist the team to plan, organise and conduct internal and external meetings, including drafting and circulating agendas and papers, arranging video conferencing or meeting facilities, and taking minutes and notes
- Assist executive director in arranging SLT meetings, including drafting and circulating agendas and papers, arranging video conferencing or meeting facilities, taking minutes, and tracking implementation of action points
- Oversee the administration of monthly (and ad hoc) team meetings, including scheduling of meetings, appointment of chair, arranging video conferencing and meeting facilities, and taking minutes, and tracking implementation of action points
- Provide administrative support to the secretariat in planning and organising international and regional GNDR events (eg the Summit, conferences, workshops and other large gatherings and group travel)
- Responsible for the management of the secretariat filing systems, both hardcopy and online systems;

## **3. Travel arrangements for the secretariat**

- Manage the team calendar ensuring location of staff is known at all times
- Provide administrative support in booking travel and accommodation arrangements for GNDR events (eg the summit, conferences, workshops and other large gatherings and group travel) for staff, Trustees and Board members;
- Responsible for booking international flights and rail tickets for staff, Trustees and Board members through the agreed travel providers;

#### 4. Trustee and Board Liaison

- Assist the executive director with arranging Trustee and Board meetings, including drafting and circulating agendas and papers, arranging video conferencing or meeting facilities, and taking minutes and notes
- Assist the executive director with the follow up and tracking of implementation of action points from Trustees and Board meetings
- Provide administrative support to the executive director and membership support coordinator with the election of Board members and their induction
- Organise the logistics for any Technical Committees and working groups
- Assist the executive director in their role as the company secretary;

#### 5. IT Administration

- Maintain the IT asset register
- Responsible for the administration of IT user accounts, including setting up accounts for new staff, resolving user issues as they arise and closing accounts as staff leave
- Responsible for issuing IT equipment to new staff, ensuring equipment is maintained, and returned as staff leave
- Link with the approved IT provider to ensure all technical IT issues are dealt with fully and quickly
- Responsible for the London office WIFI and liaising with RHP to ensure internet provision;

### Person Specification

**Title: Team Administrator and Board Liaison Officer**

#### Person specification

Attributes and skills	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"><li>● Administrative / Secretarial qualification</li><li>● Excellent written and spoken English</li></ul>	<ul style="list-style-type: none"><li>● Master's degree in a relevant field</li></ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>● Significant experience of office and team administration</li> <li>● Work with non-governmental organisations</li> <li>● Experience of organising own and others work</li> <li>● Learning and communications</li> </ul>	<ul style="list-style-type: none"> <li>● Proficiency, both written and spoken in a second language, either French or Spanish</li> <li>● Database management</li> <li>● Ability to be creative</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>● Strong communications skills</li> <li>● Able to prioritise</li> <li>● Very good organisational and scheduling skills</li> <li>● Ability to organise meetings and conferences / logistics</li> <li>● Strong attention to detail</li> <li>● Computer literate, GoogleSuite and MS Office</li> <li>● Able to learn and use new applications effectively</li> <li>● Clear, concise telephone manner</li> <li>● IT Proficiency</li> <li>● Good typing ability</li> </ul>	<ul style="list-style-type: none"> <li>● Proficiency, both written and spoken in a second language, either French or Spanish</li> <li>● Database management</li> <li>● Ability to be creative</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Good interpersonal manner and comfortable in cross cultural communication with people from different backgrounds</li> <li>● Committed to working as part of a small secretariat team</li> <li>● A calm, confident, assertive and welcoming manner</li> <li>● Able to take initiative, work under minimal supervision and be flexible</li> <li>● Able to manage a varied workload to tight deadlines with an impeccable attention to detail</li> <li>● A team player, able to develop strong collaborative working relationships across the organisation, and to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>● Committed to GNDR's mission vision and values</li> <li>● Interested in International Development</li> </ul>

## Information for applicants

<b>Eligibility</b>	Candidates must have the legal right to live and work in the UK. Currently the role is working from home with regular times in the office, as government guidance allows.
<b>Start date</b>	November 2022
<b>Contract type</b>	Contract will be offered on a fixed-term full-time basis for 1 year, subject to satisfactory completion of a six-month probationary period.
<b>Office hours</b>	35 hour working week within the office hours of Monday to Friday 9:00am - 5:00pm, with one hour for lunch. Flexible working arrangements are possible.
<b>Annual leave</b>	25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the executive director.
<b>Probation</b>	Six months probationary period with a three month mid-term review.
<b>Salary</b>	£31 -32K per annum and based on previous experience plus pension contributions
<b>How to apply</b>	<p>To apply for this position all applicants should send a brief cover letter and CV to <a href="mailto:jobs@gndr.org">jobs@gndr.org</a> with the subject line referencing the role title.</p> <p>Phone/Skype and/or face-to-face interviews will be arranged for shortlisted candidates on a rolling basis. Only candidates selected for an interview will be contacted.</p>