



Job Title: Administrative Officer

Location: London, EC1M 4NN

Hours: Part Time – 2 days (with flexible working arrangements available)

Salary: £28,000 (2-day pro-rata)

About Justice for Colombia:

JFC was set up in 2002 by the British trade union movement to highlight and campaign against the human rights crisis in Colombia and support Colombian civil society in its struggle for human rights, labour rights, peace and social justice. All JFC work is carried out in response to the demands of our partners in Colombia.

JFC promotes links of solidarity between British and Irish trade unions and organisations in Colombia and gives a political voice internationally to Colombian civil society through our work in the British, Scottish, Irish and EU Parliaments.

JFC focuses its work on numerous campaigns depending on the needs of our Colombian partners. These include campaigns to protect social activists, stop abuses against trade unionists and build support for peace. We also facilitate funding for projects on the ground to directly support Colombian activists.

JFC has a small team of staff based in London who manage the day-to-day activities. Our Governing Committee, which decides what campaigns and projects we will prioritise, is made up of prominent trade union leaders and labour lawyers. JFC also works closely with Parliamentary Friends of Colombia, a multi-party group of over sixty MPs.

About the Job:

The aim of this role will be to provide administrative support to the overall work of Justice for Colombia. The Administrative Officer will report to the Director and will be responsible for ongoing administration of the JFC membership system and financial and administrative tasks which includes working with a database and Microsoft Office programs. They will also be responsible for a series of ad-hoc tasks which will require fluency in both English and Spanish. They will be responsible for managing their workload and prioritising work as appropriate.



About you:

The Administrative Officer will have strong computer and internet skills and be confident making arrangements and enquiries over the telephone. They will be highly organised in terms of digital and hard-copy files and in terms of managing a workload with a variety of deadlines. They will be a problem solver, with a high level of confidence in both written and spoken English and Spanish.

Person Specification:

Essential

- Experience working with database or similar transferable experience
- A high level of competency with Microsoft Office and high general computer literacy
- Strong internet skills
- Experience managing a variety of logistical arrangements eg. Flights, hotels, meeting rooms
- Confident telephone communication skills
- Able to keep highly organised hard copy and digital files
- Able to receive information and then manage a workload with varying deadlines independently
- Confident in both Spanish and English in both written and spoken form
- Support for the aims of Justice for Colombia

Desirable

- Experience using GoCardless and Paypal
 - Experience using Microsoft Word mail merge
 - Experience using digital communications programs/online tools
 - Knowledge of Colombian/Latin American politics
 - Knowledge of British and Irish trade union movements
 - Involvement in social movements or trade unions
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Additional Information:

- This engagement is a contract for services and you will be required to invoice monthly and be responsible for tax on a self-employed basis
- This post will be subject to a six-month probation period
- Holidays are 28 days plus bank holidays (pro-rata)
- To apply please send a CV and Cover Letter (maximum 2 pages) to hasan@justiceforcolombia.org by Sunday 29 September 2019