

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>EHRAC Programme Assistant</b>
<b>Ref no:</b>	<b>LAW121</b>
<b>School/Service:</b>	<b>Law</b>
<b>Grade:</b>	<b>4</b>
<b>Starting Salary:</b>	<b>£23,773 - £27,090 per annum, including Outer London Weighting</b>
<b>Period:</b>	<b>Fixed Term – 24 Months</b>
<b>Reporting to:</b>	<b>EHRAC Head of Programmes</b>

### **Overall Purpose:**

The Programme Assistant is responsible for providing day-to day administrative support to the European Human Rights Advocacy Centre (EHRAC) Programme team. The role holder will carry out administrative and financial support tasks, monitoring and evaluation, travel and event management, take part in drafting fundraising proposals, reports to donors and PR tasks. The role requires good organisational and communication skills, and a strong interest in human rights. Native or fluent Russian and fluent English are essential.

### **Principal Duties:**

1. Providing general administrative support such as taking minutes in meetings, monitoring and responding to messages in the general mailbox, ordering stationery;
2. Conducting occasional Russian/English translation and interpreting for legal and project management related correspondence and meetings;
3. Organising travel arrangements and the logistics of training and PR events in the UK and overseas;
4. Carrying out day to day financial administration under the guidance of the Finance and Grants Officer, including developing Excel templates for finance forms and checking finance reports for consistency; obtaining and filing documentary evidence of programme expenditure;
5. Carrying out HR admin on behalf of EHRAC for Middlesex University, and for the legal team (including recruitment, renewal of practice certificates);
6. Supporting and assisting the team in the recruitment of interns;
7. Assisting the Programme Support Officer with monitoring and evaluation tasks, including: maintaining and updating the database of cases; conducting other data collection activities as and when necessary; under the guidance of the Head of Programmes, summarising indicator data for reports to donors;
8. Assisting with EHRAC's PR activities, including the distribution of newsletters and written publications; proofreading written materials (in English and Russian); monitoring the circulation of EHRAC publications; production of content for social media of the Communications Officer, Development Officer and the Head of Programmes;
9. Monitoring news reports about human rights violations in EHRAC's target region; carrying out research into a variety of other areas as requested by the team;
10. Assisting the Programme Support Officer with submissions to the European Court : printing and organising legal documents, sending them to the Court by post and fax, preparing Just Satisfaction Claims to the Court.
11. Office management;

12. Carrying out any other administrative or support tasks that are required on an ad hoc basis.

## PERSON SPECIFICATION

**Job Title: EHRAC Programme Assistant**

### SELECTION CRITERIA:

#### ***Essential:***

- Relevant Degree or equivalent level qualification;
- Native or fluent written and spoken Russian language skills;
- Ability to carry out accurate Russian-English and English-Russian translation and interpretation;
- Experience working or volunteering in an office based administrative role;
- Some experience organising events;
- Managing multiple tasks and working under pressure;
- Excellent knowledge of MS Office, including Word, Excel and Outlook;
- Excellent organisational & communications skills.
- Demonstrable experience of or interest in working in the field of international human rights/litigation;
- Good research and drafting skills.

#### ***Desirable:***

- Degree in Human Rights, International Relations or other subject related to EHRAC's work;
- Experience working or volunteering in the non-profit sector;
- Knowledge of EHRAC's target region;
- Experience working as part of a multi-cultural team;
- Knowledge of a second language of EHRAC's target region such as Ukrainian, Georgian, Armenian or Azerbaijani;
- Experience of using the WordPress Content Management System;
- Social media skills;

**Hours:** 35.5 hours per week, actual daily hours by arrangement (part time considered)

### **Fixed Term Contract**

**Annual Leave:** 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

**What Happens Next ?**

If you wish to discuss the job in further detail please contact [ehrac@mdx.ac.uk](mailto:ehrac@mdx.ac.uk) or +44 (0)208 411 2826