



Administrative Assistant, Funders Initiative for Civil Society

GLOBAL DIALOGUE

Job Description, 26 October 2023

FICS' vision is a world where the people, communities, and movements who advance democracy, human rights, social and economic justice, and environmental protection are equipped with the resources they need to expand civic space.

FICS uses analysis, convening, incubation, and experimentation to shift funder strategy and practice on the drivers of closing civic space. We strive to give funders the tools they need to expand civic space for those advancing democracy, human rights, social and economic justice, and environmental protection for the future. FICS aims to galvanise and influence a broader cross-section of funders to direct resources to disrupt, reform, and transform civic space.

We do this through:

1. Cutting edge analysis – short term and futures focussed research that keeps funders ahead of the curve in spotting opportunities and threats to civic space. This includes working across the field to map effective strategies while tracking donor resources and distributing learning on what works and what does not.
2. Building the field of funders – FICS activates and inspires a diverse cross section of funders to confront the drivers of closing civic space. Drawing from our analysis we create space for funders to connect, collaborate, and experiment with new ideas to expand civic space.
3. Incubation and resourcing – FICS nurtures pathways for funders and civil society to collaborate and test how resources can be used to expand civic space. We offer grant-making for nascent ideas and approaches, incubation of new infrastructure for civil society, and new funding mechanisms to help take this work to scale.

You can find out more about our work at www.fundersinitiativeforcivilsociety.org

FICS was established in 2016 as a donor affinity group supported by a secretariat of two. Over the past two years we have experienced significant growth – working around the world to deliver ambitious new grant-making and research programmes, building our staff team from two members to nine, and more than doubling our turnover.

This is a new role, intended to provide additional support to the FICS Director as well as fulfil a number of important administrative functions as part of a wider reorganisation of the FICS team. We are a warm, friendly team, with a culture that values administrative skills and strives to ensure that everyone has opportunities to learn and grow.

FICS is hosted by Global Dialogue, registered as a charity (1122052) and a limited company (05775827) in England and Wales.

Job Description

The purpose of the role is to provide day-to-day support for FICS' programmes, undertaking a wide range of scheduling, finance, and other administrative tasks.

Primary responsibilities will include:

PROJECT SUPPORT AND ADMINISTRATION

- Processing invoices and bills on Xero, completing credit card entries, checking and updating finance data, and other tasks to support the compliance of FICS with Global Dialogue's finance systems.
- Providing administrative support for meetings and events (both online and in person), by taking notes, scheduling meetings / calendar entries, setting up Zoom calls, booking rooms, organising catering, etc.
- Supporting administration processes for programme activities, including maintaining membership lists, supporting communications and assisting with project outputs.
- Monitoring shared email inboxes – logging, fielding, and actioning requests as appropriate.
- Booking travel and accommodation for staff and event participants, updating trip logs, coordinating visas and completing travel risk templates where necessary.
- Filing electronic post and helping to keep our cloud-based filing systems organised.
- Other duties commensurate with the role.

SUPPORT FOR THE FICS DIRECTOR

- Coordinating the FICS Director's diary – scheduling meetings / calendar entries and liaising with members of the FICS team and external stakeholders, preparing and providing paperwork, and note-taking and noting follow-up actions.
- Organising the FICS Director's travel arrangements, supporting visa applications, booking travel and accommodation, collating supporting documentation, and processing travel expenses.
- Supporting the FICS Director to manage their email inbox - helping them to prioritise and delegate, and flagging up immediate and urgent concerns where necessary.

Person Specification

We are looking for a confident administrator, who is comfortable working in a 'start up' type environment.

We are committed to being a diverse team and are looking for talented people from a wide range of backgrounds, cultures and experiences who share our values.

In your application, you need to demonstrate how you address the following criteria:

REQUIRED

You will have:

- At least one year's relevant administrative experience.
- Proven organisational skills, with excellent time management, the ability to manage a varied workload and to work flexibly within a small team.



- Ability to communicate clearly in English, both in person and in writing.
- Strong numeracy skills, with good attention to detail.
- Experience of using an online accountancy package, ideally Xero, and the ability to work with financial records and ensure accuracy.
- Excellent IT skills – including sensitivity to the relevance of digital security in human rights work and a thorough working knowledge of Office 365.
- Good understanding of the importance of confidentiality.
- Permission to live and work in the UK.

You will be:

- Committed to FICS' organisational values and interested in civic space and human rights.
- Able to multi-task, plan ahead, and meet deadlines.
- Able to work on your own initiative and as part of a team.
- Methodical, with strong record keeping skills.
- Comfortable working in a 'start-up' culture – flexible, proactive in identifying new or improved ways of working, and with a 'pitch-in' attitude.
- Able to build effective working relationships, supportive of other colleagues and with good interpersonal skills.
- Committed to your own personal professional development.

DESIRABLE

- Previous administrative experience in a not-for-profit organisation.
- Experience of supporting and organising events.

Terms and Conditions

Hours	This is a full-time role, although we would also consider offering the role as a job share or at 4 days/wk (0.8 FTE).
Terms	Permanent contract, subject to funding, with an eight-week probationary period.
Salary	This role has been benchmarked at GBP 26,200
Benefits	We offer a range of benefits including 25 days' holiday plus bank holidays (pro rata). Global Dialogue contributes 6% to its workplace pension scheme, has a flexible working policy, and offers personal development leave.
Location	This is a hybrid, UK-based role. You will work predominantly from home. UK-based colleagues are expected to attend two working days (Tuesdays) in London each month as part of their regular working pattern and commute. You may be asked to participate in other in-person meetings; for these additional meetings, you would be given reasonable notice and travel expenses would be paid.
Reporting to	Programme Manager – Research and Development



To Apply

Please send an email to melissa@global-dialogue.org by gam UK time on 29 November 2023 with the phrase Administrative Assistant and your name in the subject line.

You should attach a CV and two-page cover letter setting out why you are interested in this role and how you meet the criteria set out in the person specification. Shortlisted candidates will be invited to interview online on 4 or 7 December.

We are committed to the employment and career development of disabled people. We will make reasonable adjustments during the recruitment process and during employment. Please contact FICS Deputy Director Abi Knipe at abi@global-dialogue.org if you would like to discuss this further.

If you declare that you have a disability and meet the minimum criteria for the job we will offer an interview to give you the opportunity to demonstrate your abilities at an interview. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

FICS is hosted by Global Dialogue, a registered charity (1122052) and limited company (05775827) enabling innovative and collaborative philanthropy.

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our Privacy Notice for job applicants [<https://global-dialogue.org/wp-content/uploads/2021/02/Privacy-Notice-for-Job-Applicants-February-2021.pdf>]

