



Peace Brigades International
International Office, Development House,
56-64 Leonard Street, London EC2A 4LT, U.K.

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Administration Volunteer (January 2013 to June 2013)

JOB DESCRIPTION

1. Main purpose of the role

To provide effective administrative support to the International Office.

2. Position in the organisation

This is an unpaid position. The volunteer will report to and be supported by the International Finance Manager (IFM). The volunteer will work one day per week in the International Office at the address below.

3. Place of work

International Office, 6th Floor, Development House, 56-64 Leonard Street, London, EC2A 4LT. This office is fully accessible.

4. Organisation overview

Peace Brigades International (PBI) is a non-governmental organisation, which protects human rights and promotes nonviolent conflict transformation through protective accompaniment, peace education, and independent observation. Set up in 1981, PBI provides protection for threatened human rights defenders and displaced communities striving to promote social justice and human rights in areas of violent conflict. PBI currently has projects in Colombia, Guatemala, Mexico and Nepal, and explorations in Honduras and Indonesia. A new project is currently being established in Kenya.

The functions of the International Office include co-ordination, strategy, communication, financial management, organisational development, project support and fundraising. For further information see www.peacebrigades.org

5. Scope of the role

The main area of responsibility of the volunteer will be assisting with office administration. This will include assisting with the organisation of PBI International Council (IC) and International Operational Council (IOC) meetings, which will take place for five days in April 2013 at a UK venue outside London. The position would be ideal for students of NGO management seeking experience in the area and/or those looking to gain experience in the Human Rights field. The successful candidate will work as part of our international office team and assist with administrative tasks. Dependent on the interests and skills of the volunteer, they may also be asked to assist in other areas of the work of the international office.

6. Primary tasks

Peace Brigades International - Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982. Companies House registration FC 19368

IC and IOC face to face meeting

- Liaise with IC/IOC participants about arrival/departure dates and dietary requirements
- Prepare information pack with logistical information
- Respond to enquiries about logistical arrangements
- Assist with travel and accommodation arrangements for participants
- Attend the meeting to support with on-site administrative tasks

Administration

- Financial administration – including assisting the IFM with day-to-day checking of expense claim forms and invoices, generating payments and maintaining documentation files to audit standards
- Maintain IT hardware and software in the IO
- Ensure the development and maintenance of office policies and procedures as appropriate

7. What we can offer

- Experience in organising and observing a global board meeting and in general administrative procedures necessary for an international NGO
- An opportunity to gain an understanding of PBI's philosophy, mandate and internal functioning and how this is put into practice in our work
- An opportunity to meet PBI field volunteers and human rights defenders from organisations that PBI accompanies
- PBI will pay lunch and travel expenses for the day the volunteer comes to work in the office.
- The current staff love to bake so there is always something sweet to share over a coffee whilst we work.

PERSON SPECIFICATION

Essential:

- Highly organised individual able to plan, prioritise and work to tight deadlines both individually and as part of a team
- Previous experience of organising events
- Excellent spoken and written English (Spanish desirable)
- Proficient in the use of Word, Excel, and email
- Willingness to be adaptable to changing needs of office
- Understanding of human rights
- Able to commit to six months and willing to travel in the UK
- Able to start immediately

Further information about the work of PBI: www.peacebrigades.org

To apply send CV and an explanation of why you would be interested in the work to:

Cinzia Cimmino T: 020 7065 0775 | Email: admin@peacebrigades.org

Deadline: Monday 3rd December 2012

Interviews: Thursday 6th December 2012