



Peace Brigades International
International Office, Development House,
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Event and Administration Assistant volunteer

JOB DESCRIPTION

1. Main purpose of the role

To provide effective administrative support to the International Office in the lead-up to the General Assembly

2. Position in the organisation

This is an unpaid position. The volunteer will report to the Finance and Admin Officer. 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, with explorations in Kenya and Honduras.

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

5. Scope of the role

The main area of responsibility of the volunteer will be to assist the Finance and Admin Officer with the organisation and management of PBI General Assembly (GA), which will take place in Geneva in October 2011. The position would be ideal for students of event management seeking experience in the area and/or those looking to gain experience in the Human Rights field. The successful candidates will work as part of our international office team. 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

General Assembly

- Liaise with GA 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
- Other administrative tasks as needed

Administration

- Responding to standard external enquiries
- Maintaining and updating internal contact list on intranet
- Developing other administrative systems as appropriate

What we can offer

- Experience in organising and managing big events and in general administrative procedures necessary for an international NGO
- An opportunity to gain an understanding of PBI's philosophy and mandate, 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.

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
- 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 Friday 19th August 2011

Interviews: Wednesday 24th August 2011