



## **Human Rights Consortium Scotland: Administrator - Job Description and Person Specification**

Hours: 21 hours per week – these hours can be worked flexibly, though participation in monthly team meetings on Thursdays is required. We are also open to discussion around amending these hours, including variations throughout the year such as, for example, working fewer hours during school holidays.

Term: Permanent

Pay: FTE £26,919.00

Pension: 9% employer pension contribution

Annual leave: 28 days leave pro-rata.

Location: Based in our Edinburgh office space at 66 Hanover Street, Edinburgh EH2 1EL but with flexibility for working from home for some of the hours.

### **About us**

The Human Rights Consortium Scotland is Scotland's civil society network to defend and promote human rights. We work towards two goals: to be a strong collective civil society voice on human rights, and to make sure that Scottish civil society organisations have all the resources and understanding that they need to defend human rights through their work.

After being 'incubated' by Amnesty International, the Consortium became a standalone organisation in 2020. Now in a period of steep growth in membership, reputation and activity, this is an exciting time to join this young organisation.

We work in partnership with our 180+ network member organisations, whether to share information and understanding, hold events, commission research, joint reports, media or submissions - whatever works best - to advocate for the respect, protection and fulfilment of human rights in Scotland.

### **Job description**

#### **Purpose of role**

- To provide a broad range of financial and administrative support to the Consortium staff and volunteer team.
- To support the Director in the delivery of the strategic priorities as defined by the Board and outlined in the strategic plan.

The Human Rights Participation Officer will work with the Consortium team to:

- Deliver excellent finance processes, including payments, raising invoices, managing financial donations, and recording expenditure.
- Develop new finance processes for new streams of work, such as delivering training.
- Provide support to the Director and other team members on finance-related tasks.
- Organise agendas, papers and minutes for weekly and monthly team meetings, following up on actions as appropriate.
- Support and enable the Consortium Board including organising online and in-person meetings, papers and minutes.
- Maintain clear processes for monitoring governance and policy requirements.
- Be the Consortium's main office-based point of contact for enquiries, for office administration, and for practical support for volunteers and students on placement.
- Maintain and develop Consortium contacts lists including of network members.
- Respond to, and process, new membership enquiries.
- Accurately maintain filing and records systems.
- Keep accurate membership records, promote membership and respond to membership applications.
- Communicate effectively with, and build and maintain positive relationships with, suppliers and customers, and internal and external stakeholders.

## **Person specification**

### **Knowledge, skills and experience**

#### **Essential:**

- Excellent organisational and administrative skills, including effective strategies for managing competing demands and a varied workload
- A high level of attention to detail
- A good understanding of financial administration such as invoicing and basic bookkeeping
- Excellent communication skills
- Experience of minute-taking
- High level of competency in MS Word, Excel and Outlook; familiarity with PowerPoint.
- Excellent interpersonal and teamworking skills
- Enthusiastic approach to work, including proactive problem-solving skill
- Ability to organise and manage own workload and ensure that deadlines are met, but also take direction as required

#### **Desirable:**

- Experience of working in the voluntary sector and/or in partnership with voluntary sector organisations
- Experience of applying for grant funding

### **Values and approach**

Essential:

- A demonstrable attitude of continual learning and reflection, that impacts approach to work
- A passionate commitment to taking a human rights-based approach, including equality, non-discrimination and participation

The application form and Equal Opportunities Monitoring Form should be completed and emailed by 5pm on 20<sup>th</sup> June 2023 to [recruitmentHRCScotland@gmail.com](mailto:recruitmentHRCScotland@gmail.com)

Interviews will be held by Zoom on 27<sup>th</sup> and 28<sup>th</sup> June. Please indicate on the email that accompanies your application if there are any times on these dates when you would not be able to take part in an interview.