



Human Rights Consortium Scotland:

Job Description and Person Specification

Administration, Membership and Events Assistant

- Hours:** 16 hours per week/ 0.5 FTE
Hours can be worked flexibly.
Occasional evening work and travel may be required.
- Term:** Permanent
- Pay:** £12.60 per hour/16 Hours per week = £10,484 p.a.
- Pension:** 9% employer pension contribution
- Annual leave:** 19 days a year annual leave (38 FTE)
- Location:** Based at our Edinburgh office space at 66 Hanover Street, Edinburgh EH2 1EL.
HRCS is a hybrid organisation and all requests for flexible working will be considered.
Can include homeworking with at least 1 day per week in Edinburgh office.

Other terms and conditions as per HRCS standard contract.

About the Human Rights Consortium Scotland (HRCS)

The HRCS (www.hrcs.org.uk) is Scotland's civil society network which has been established to defend and promote human rights. HRCS aims to defend and promote human rights for everyone in Scotland and beyond. We work towards two goals:

- To be a strong collective civil society voice on human rights.
- Civil society has what it needs to defend and promote human rights in Scotland.

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 as its next Director.

HRCS works in partnership with our 220+ member organisations 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 through progressive incorporation.

HRCS's current Strategy is outlined below:

Organisational Objectives

HRCS is a human rights-based organisation.

HRCS secures sustainable and independent funding for the next three years.

Our key stakeholders know who we are, what we do and our impact.

Our Annual Human Rights Conference achieves its purpose of: accountability; building connections; raising awareness of HRCS.

Our primary influencing objective is to lobby the Scottish Government to develop a strong and effective Scottish Human Rights Incorporation Act.

Whilst our members have the information and understanding that they need in order to defend and promote human rights effectively.

JOB DESCRIPTION

PURPOSE OF ROLE

- To provide a broad range of administrative support to the Consortium staff, Board and volunteer team.
- To facilitate membership administrative processes and organise events and workshops as required.
- To support the Admin and Finance Officer and Director in the delivery of the strategic priorities as defined by the Board and outlined in the strategic plan.

The Administration, Membership and Events Assistant role will include:

GENERAL ADMINISTRATION

- Organise agendas, papers and minutes for meetings as required, following up on actions as appropriate.
- Be the Consortium's main 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.
- Accurately maintain filing and records systems.
- Communicate effectively with, and build and maintain positive relationships with, suppliers and customers, and internal and external stakeholders.

MEMBERSHIP

- Respond to, and process, new membership enquiries.
- Keep accurate membership records, promote membership and respond to membership applications.

EVENTS

- Support the Consortium staff team to plan and deliver member events throughout the year – both online (using Zoom) and face-to-face.

EXTERNAL COMMUNICATIONS

- To help maintain and update a range of social media accounts and platforms including the HRCS website.

OTHER

- Carry out other responsibilities as may be required from time to time under the direction of the Administration and Finance Officer and the Director.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL:

- Excellent organisational and administrative skills, including effective strategies for managing competing demands and a varied workload
- Attention to detail
- Good communication skills
- High level of competency in MS Word, Excel and Outlook; familiarity with PowerPoint.
- Experience of using a range of social media platforms and other online services such as Eventbrite, Zoom, and Teams.
- Strong 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 website maintenance.
- Experience of minute-taking

VALUES AND APPROACH

Essential:

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

HRCS is committed to equality/equity, diversity and inclusion in all that we do and has an anti-racist policy and strategy.

The application form and Equal Opportunities Monitoring Form should be completed and emailed by 5 pm on Sunday 23rd March to admin@hrcscotland.org

Interviews will be held on Wednesday 2nd April 2025 either online (Zoom) or in person at:

HRCS Office
c/o Amnesty International
2nd Floor
66 Hanover Street
Edinburgh
EH2 1EL