



A4ID PROGRAMMES OFFICER

JOB DESCRIPTION AND PERSON SPECIFICATION

Title:	Programmes Officer
Salary:	£20,000
Reports to:	Head of Policy & Learning
Application deadline:	10:00 Monday 4 th April 2016
Interview date:	Wednesday 6 th April 2016
Start date	ASAP

Advocates for International Development (A4ID) is the charity that empowers lawyers to use their skills to fight world poverty. Through our pro bono broker, legal education and thought leadership work we are helping the legal sector to meet its global corporate social responsibility to bring about sustainable development.

The Programmes Officer is a new post within A4ID, and will work with the A4ID team. The Programmes Officer will assist with administrative tasks, supporting the efficient operation of A4ID and contributing to the achievement of its ambitious vision and growth. A4ID is seeking a dynamic team player who enjoys multi-tasking and working under pressure, with a passion for international development. A4ID invites applications to undertake this role full time or part time as part of a job share.

Key Responsibilities

- Acting as the first point of contact for the charity, responding to the telephone, general letter correspondence and coordinating info email enquiries.
- Administration and organisational support for learning and training events, including liaising with participants, speakers and venues, arranging invoicing, database record keeping and event logistics.
- Assisting with the administration of the pro bono programmes, including preparing letters and updating A4ID's database.
- Undertaking desk-based research on development organisations and lawyers.
- Contributing to communication tasks including research, preparation and distribution of marketing materials such as newsletters & e-bulletins, and updating social media and website.
- Other general administration tasks as required.
- Other tasks as directed by the CEO.

Skills and Experience

Essential:

- Experience of managing a wide range of administrative tasks.
- Organisation and time management skills, ability to work under pressure with limited supervision and complete tasks to required deadlines, with a high level of attention to detail.
- Strong written and oral communication skills, including the drafting of professional correspondence and the ability to communicate to a wide range of audiences with tact, professionalism and persistence.
- Experience in using the Microsoft Office suite and social media.
- Ability to work on their own initiative and be proactive with a 'can do' attitude.

Desirable:

- Knowledge or experience of database management, especially Salesforce.
- Knowledge or experience of working within a busy small team environment.