gisf

Job Specification: GISF Admin & Projects Assistant - Admin

Scale: **UK 1**
Line managed by: GISF Business & Operations Manager
Responsible for line managing: N/A
Location: London Affiliated

GISF Vision: Aid workers and operations are safe and secure to achieve sustainable access for populations in need

GISF Mission: GISF drives positive change in security risk management (SRM) across the humanitarian sector through original research, collaboration and events.

GISF Values:

- GISF operates according to the fundamentals of the *humanitarian principles*, i.e. humanity, impartiality, neutrality and independence.
- GISF takes a professional, member driven and *collaborative* approach to its' work.
- GISF aims to remain relevant to its' members and the broader sector through continuous *innovation* and added value.
- GISF champions *inclusivity* across SRM and operates in a transparent, accessible and open manner.

Job Purpose:

The Admin and Projects Assistant (APA) will work closely with GISF's Business & Operations Manager and the Administrator & PA to Executive Director. The APA will provide efficient administrative support to enable the smooth functioning of the GISF Secretariat. You will be working as a part of a UK/US Administrative Team

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Job Description

- Assist other GISF staff on administration issues such as room and travel bookings, stationary requests and orders, etc.
- Maintain GISF publications stock and storage room
- Support Researcher with mail outs
- Support Projects & Membership Officer with event logistics
- Support Communications team with social media updates
- Support with database updates
- Provide general admin support to the team

Person Specification

Essential Skills/Experience

- Educated to GCSE level or equivalent with Maths and English
- Some experience in a similar administrative role
- Able to work on own initiative – a self-starter
- Able to work virtually as part of an already existing team
- IT-literate, with basic knowledge of Microsoft Word and Excel and Office 365
- Good communication skills and good written and spoken English
- An eye for detail and a systematic approach to work
- Ability to handle confidential information
- Basic social media skills – LinkedIn, Twitter
- Previous experience of voluntary sector desirable but not essential

All UK staff are expected to undertake the following general duties;

- Work within the framework of MAG / GISF's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG / GISF policies and procedures and keep informed of GISF activities
- Undertake and apply learning from appropriate training and development programmes.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with GISF's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. Staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Signed employee:	**Date:**
Signed manager:	**Date:**