

## Administrative Assistant



Dear Candidate,

Thank you for your interest in Stop Uyghur Genocide and the Administrative Assistant role we are currently seeking to fill. This is a new role in a highly successful organisation. As our first Administrative Assistant you will provide support to Stop Uyghur Genocide's small team to help develop our cross-community, cross-parliamentary organization.

This application pack includes:

- A detailed description of the role
- A person specification with essential and desirable attributes

The ideal candidate will have a strong background in providing administrative support and experience with database and financial management.

If you have the skills, experience and aptitude we are looking for, and want to help a small but dynamic human rights charity grow to meet the challenges ahead, please apply. Send your CV and covering letter to [contact@stopuyghurgenocide.co.uk](mailto:contact@stopuyghurgenocide.co.uk). Please also feel free to get in touch if you have any questions or queries. The deadline for applications is **March 28<sup>th</sup>**. We intend to interview shortlisted candidates on **April 4<sup>th</sup>**.

We look forward to receiving your application.

Stop Uyghur Genocide

## **ADMINISTRATIVE ASSISTANT ROLE**

**Reporting to:** Director

**Working with:** Director, Researcher and Assistant to the Director, and Campaign Officer.

**Responsible for:** Administrative Support to Director and Assisting with Research and Grant Writing

**Salary:** £20,000-£22,0000 pro rata

This is a part-time role (one day per week), and can be carried out remotely for a period of twelve months.

### **Purpose of the role:**

The Administrative Assistant provides administrative support to Stop Uyghur Genocide's team to ensure the smooth running of our office. As a new organisation, we are looking for a team member that can assist us as we institutionalise and grow. The Administrative Assistant is also responsible for providing the Fundraising Officer and Campaign Officer with support.

### **Primary Duties and Responsibilities:**

1. Monitoring our contact inbox, directing enquiries and dealing with correspondence
2. Setting up and maintaining a digital filing system, donor database and mailing list
3. Liaising with our accountant, bookkeeping and generating monthly financial reports
4. Updating the Stop Uyghur Genocide website
5. Setting up and maintaining organisational databases
6. Providing assistance with organising events
7. Scheduling and minuting meetings when necessary

## **PERSON SPECIFICATION**

### Essential

- Outstanding written communication skills
- Sound financial management and reporting skills
- Excellent organisational skills, attention to detail and an ability to prioritise work as necessary
- Excellent ICT skills. Experience with Wordpress, and database and CRM managers such as Mailchimp
- Ability to work well independently and as part of a team
- Sound understanding of data protection.

### Desirable

- An interest in human rights and the situation in the Uyghur region
- Previous experience of working in the third sector