



GIRLS NOT BRIDES

The Global Partnership
to End Child Marriage

Operations Assistant

Girls Not Brides: The Global Partnership to End Child Marriage is seeking an Operations Assistant to provide broad day-to-day operational support for the *Girls Not Brides* Secretariat, including varied HR-related tasks.

Girls Not Brides brings together civil society organisations from around the world. The Partnership now counts 1,000 members in 95 countries, based throughout Africa, South Asia, the Middle East, Europe and the Americas. Members are united by a commitment to end child marriage and enable girls to fulfil their potential.

Girls Not Brides works to bring child marriage to global attention, build an understanding of what it will take to end child marriage, and call for the laws, policies and programmes that will make a difference in the life of girls. *Girls Not Brides* was initiated in 2011 by The Elders, a group of eminent global leaders brought together by Nelson Mandela to promote peace and human rights worldwide.

Job Description

Salary range: £26,000 - £31,000 depending on experience, plus a generous benefits package

Contract type: 12 months fixed-term, with the possibility of extension

Office location: 65 Leadenhall Street, London, EC3A 2AD

Accountability: To the People Manager

Main Duties and Responsibilities

1. General operational support

- Resolves varied day-to-day administrative and operational office issues.
- Works alongside the existing Operations Assistant, who leads on systems and office maintenance, and provides support and cover for their role as necessary.
- Assists in the planning, logistics and technical support for Board meetings, team meetings, strategy days and away days.
- Takes notes in various team and management meetings.
- Provides logistical support related to local and international travel, meetings and events.

2. HR support

- Reviews and drafts organisational policies.
- Designs templates for HR processes such as standard emails, shortlisting grids and interview questions.
- Places job adverts on recruitment sites.
- Manages the recruitment inbox and shortlists candidates as required.
- Invites candidates to interviews, welcomes candidates and manages interview tasks.
- Collects written references.
- Files recruitment and employment records in line with the GDPR.
- Manages new starter information such as profiles for the website.
- Coordinates induction processes for new staff members.
- Liaises with benefits providers and assists staff with benefit claim issues or concerns.

- Administers DBS checks.
- Schedules performance management reviews.
- Assists with staff wellbeing activities and social events.
- Schedules team into training sessions.
- Updates the *Girls Not Brides* HR databases and documents.
- Periodically audits HR records to ensure accuracy and compliance.

3. Other duties

- Provides ad hoc support work for other *Girls Not Brides* teams.
- Maintains Salesforce data for the Executive.
- Reconciles credit card statements and expenses for the Executive.
- Actively contributes to team planning and M&E processes.
- Commits to ongoing personal development and learning.
- Carries out any other reasonable projects and tasks as instructed by the People Manager.

Person Specification

Experience

- Office coordination, systems and procedures.
- Working in a multicultural environment (desirable).
- Working in the charity sector (desirable).

Knowledge

- Highly proficient in the latest versions of MS Word, MS Excel, PowerPoint and use of varied systems such as Salesforce, Basecamp and HR databases.
- A keen interest in HR issues with basic general knowledge of employment law and best practice in HR.

Skills

- Excellent writing skills, with the ability to adapt content and style to different document types and audiences.
- Highly organised, proactive and able to prioritise and work independently when required.
- Highly developed research skills, with the ability to proactively investigate unfamiliar topics and learn quickly.
- Ability to collect, evaluate and analyse varied information and data.
- Ability to produce high-quality, accurate documents, with a keen eye for detail.
- High levels of professionalism and diplomatic inter-personal relationship-building.
- Ability to use discretion and maintain confidentiality.
- Ability to think analytically and creatively to solve problems.
- Ability and confidence to suggest new ways of working and improvements to current systems and processes.
- Ability to work flexibly and proactively in a fast-paced team environment and colleagues based around the world.
- Proficiency in French, Spanish or other relevant languages (desirable).

Qualifications

- Excellent academic record including a degree-level qualification (or equivalent) in a subject which develops the skills outlined above.

Girls Not Brides: The Global Partnership to End Child Marriage

Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Girls Not Brides: The Global Partnership to End Child Marriage is a company limited by guarantee (Reg. No. 8570751) and a registered charity in England and Wales (Reg. No. 1154230)

Safeguarding commitment

At *Girls Not Brides* we are committed to the well-being, empowerment and rights of children and to safeguarding children from harm in all of our activities. *Girls Not Brides* aims to promote an environment of trust and understanding where the welfare of children is paramount. You will be expected to adhere to the *Girls Not Brides* Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children in accordance with agreed procedures.

How to apply

To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@girlsnotbrides.org by 23:00 GMT on **2nd January 2019** clearly stating "Operations Assistant" and your name in the subject line.

We regret that due to the large number of applications anticipated, only shortlisted candidates will be contacted.

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