



Asia Team Assistant, *Girls Not Brides*

Girls Not Brides is seeking an admin and finance assistant to support its Asia Team based in New Delhi, India.

Girls Not Brides is the only global organisation entirely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of over 1,000 civil society organisations in over 95 countries, all committed to working in partnership to end child marriage.

Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives. Our vision challenges deeply embedded social norms that harm the lives of girls, women and their communities.

Our members are diverse. They vary in size, location, and the type of work they do. They include programme implementers and service providers working directly in their communities, and groups focused on research and advocacy to bring global, regional and national attention to this problem. They include small community groups and large international NGOs. Our members approach how to address child marriage from various perspectives, including health, women's and girls' rights, child protection, education, economic empowerment and general development.

In some countries, our members have come together to form national coalitions to end child marriage. Collective engagement helps to consolidate their work and catalyse broader national action to end child marriage.

The *Girls Not Brides* secretariat is based in London, with colleagues in Mexico, Nairobi and New Delhi. The secretariat coordinates and supports the activities of the Global Partnership in line with our 2017-2020 strategy, which was developed in consultation with 500 members and partners.

The *Girls Not Brides* secretariat is seeking an Asia Team Assistant to help ensure that the team has the administrative support in place to deliver on its ambitious goals, and to function at its best. The Asia Team is responsible for ensuring effective implementation of *Girls Not Brides'* strategy in Asia, and informing *Girls Not Brides'* global perspective and work with knowledge and understanding of the Asian context. Reporting directly to the Head of Asia Engagement, the successful candidate will be based in New Delhi, India.

Key responsibilities

Office Management

- Manage the Asia Team's office space and utilities, setting up and ensuring the smooth running of team operations in Asia.
- To provide day-to-day IT and admin support to the team.
- Any other administrative support to the Head of Asia Engagement, if and as required.

Travel and Logistics Coordination

- Manage the Asia Team calendar, including meetings and travel plans.
- Co-ordinate the logistical arrangements relating to state level and country meetings and events, in the lead-up, during and after the event.
- Assist the team with visa applications and other travel documents.
- Organising and planning travel logistics, accommodation and ground transport of *Girls Not Brides* team members on state level and country trips.
- Co-ordinate visits of colleagues from the London office and other external participants.
- Manage invitations and follow-up with participants in the context of state level and country meetings.
- Support logistics planning with member organisations in the region, as required.
- Coordinate any follow-up after meetings with state level and/or National Partnership Chairs.

Financial Management

- Prepare budgets for state level and national meetings.
- Manage the reimbursement process with members and other meeting participants.
- Prepare expenses statements of cash and credit card receipts for the *Girls Not Brides* London office.

External Relationships Management

- Manage the outsourcing of services and liaise closely with relevant external consultants, as required.
- Assist with preparing contracts for service providers and consultants, and follow-up on invoices as required.
- Maintain and updating *Girls Not Brides'* Salesforce database with details relating to members and partners at the state level in India.
- Travel regularly to state meetings and events.

Wider responsibilities of *Girls Not Brides* team members

- Commit to the mission and vision of *Girls Not Brides*, putting them at the forefront of all planning, work and actions.
- Uphold the core values of *Girls Not Brides* in all areas of work and interactions with colleagues, members, partners and other stakeholders.
- Comply with *Girls Not Brides* policies and processes, with particular note for safeguarding, the code of conduct and data protection.
- Ensure that internal databases and monitoring information are kept fully up-to-date.
- Commit to ongoing personal development and learning.
- Fulfil any other reasonable requests for the advancement of the *Girls Not Brides*.

Person specification

Essential

- Significant experience of assisting and supporting at a high level within an organisation.
- Excellent organisational skills, including the ability to prioritise work and balance conflicting priorities.
- Proven logistics and/or event management experience.
- Strong IT skills including a high level of proficiency in software programmes such as Word, Power Point, Excel, Access and Outlook.
- Strong written communication skills and command of the English language to draft letters and emails, and high attention to detail.
- Excellent interpersonal skills and the confidence to deal with people at every level.
- Ability to manage a heavy and demanding workload and work under pressure to meet deadlines.
- Confident and proactive with the ability to work using own initiative and judgement.
- Commitment to continuous professional development and ability to learn new skills quickly.
- Ability to take own initiative as appropriate and also to work as a member of a team.
- Willingness to adopt a flexible and collaborative approach to tasks.
- Ability to maintain strict confidentiality.

Desirable

- Knowledge of the civil society sector in India.
- University or college qualification in a relevant area or proven experience in a related field.
- Knowledge of Salesforce and Basecamp.

At *Girls Not Brides*, we are committed to the wellbeing, 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 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

We are an equal opportunities employer and we welcome applications from women and men who meet the person specification. 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 **Monday 25th March 2019** clearly stating “Asia Team Assistant” and your name in the subject line.

Girls Not Brides: The Global Partnership to End Child Marriage
Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Eligibility: All applicants must be able to provide proof of eligibility to work in India

Reporting to: Head of Asia Engagement

Contract type: Fixed-term (1 year, with the possibility of extension)

Salary range: INR 154,000 per month, plus a generous benefits package

First round Skype interviews will take place on **Monday 15th April** and final interviews will take place on **Monday 22nd April** in our New Delhi office.

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

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