



## Office Manager/Executive Assistant

We are seeking an enthusiastic and experienced Office Manager and Executive Assistant to join our team, with a dual role of general office administration combined with administrative assistance to senior management.

**Job title:** Office Manager/Executive Assistant

**Type:** Permanent full-time

**Salary:** £28,000 plus pension

**Location:** London, UK

**Reports to:** Director

**Application deadline:** 20 October 2019

**Start date:** November 2019

### Organisation Overview

The Human Dignity Trust (HDT) is a legal charity based in London, UK that supports local lawyers and LGBT human rights defenders to uphold human rights and constitutional law in countries where private, consensual sexual conduct between adults of the same sex is criminalised. The HDT provides *pro bono* technical legal assistance and advisory services at the request of, and in collaboration with, local LGBT human rights defenders, their lawyers and other partners, who wish to use the courts to challenge these persecutory laws.

We work with a Legal Panel comprised of 25 international law firms who work *pro bono* on cases we support.

### Purpose of the post

The Office Manager and Executive Assistant is a full-time post reporting directly to the Director, with a dual role of general office administration combined with administrative assistance to senior management. This is a critical role in a growing organisation with global operations, a fast-paced environment and scrupulous attention to detail. The post-holder must be highly diligent and reliable with great attention to detail and the ability to take initiative to ensure the smooth running of the office and the effective functioning of senior management's demanding schedules. No travel outside the UK is expected for



this role. However, occasional evenings and weekends may be required when events or travel are taking place or in particularly busy periods.

**TO APPLY**

To apply please send a CV of no more than two pages along with a covering letter of no more than two pages explaining how you meet the Skills, Experience and Qualifications for this position to: Chris Atkinson at [administrator@humandignitytrust.org](mailto:administrator@humandignitytrust.org).

All offers of employment will be conditional on the candidate having/securing the right to work in the UK prior to their employment commencing.

Please do not submit an application if you do not meet the Essential Skills and Experience and the Qualifications. Please note that due to the volume of applications we receive, we are only able to respond to those candidates who are shortlisted for an interview.

We are an equal opportunities employer and welcome applications from all suitably qualified persons.