



## **JOB DESCRIPTION: OFFICE MANAGER AND EXECUTIVE ASSISTANT (Full-time)**

### **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. At present, over 70 jurisdictions worldwide maintain these criminal laws, a figure that is gradually decreasing due to a combination of litigation and legislative reform.

Legal provisions that criminalise lesbian, gay, bisexual and transgender (LGBT) people put them beyond the protection of the law, fostering a climate of fear, stigma and violence. These provisions violate constitutional and international human rights law, including a person's right to dignity, equality, non-discrimination and privacy.

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 also analyse and may implement options for technical legal assistance for legislative reform at the request of governments. Since our inception in 2011, we have worked on ongoing, prospective and concluded litigation or general legal analyses with local partners in over 20 different countries in all regions of the world. Our work is highly sensitive and is often conducted entirely in confidence and not made public, in order to protect the best interests of our local partners and the wider LGBT community in countries where we work. We understand the sensitivities and complexities of legal interventions as a tool for change and work holistically across legal, media, communications and security strategies, with our local partners always in the driver's seat.

We are currently a team of 11 staff members, based in Central London, and we work with a Legal Panel and Bar Panel comprised of international law firms and barristers who work *pro bono* for us to support our local partners. Further information about our work can be found on our website at [www.humandignitytrust.org](http://www.humandignitytrust.org).

## **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.

## **Duties of the role**

The Office Manager and Executive Assistant's main duties include the following:

### *Office management*

- Managing all office facilities
- Managing IT infrastructure, in liaison with our external IT service suppliers as needed
- General procurement of office equipment and supplies
- Answering phones and directing calls to relevant staff
- Liaising with the landlord and maintaining all required office procedures
- Maintaining office correspondence
- Assisting with events administration

### *Human resources*

- Assisting with recruitment of staff including advertisements and interview scheduling
- Maintaining personnel records
- Providing inductions for new staff and exit procedures for leaving staff
- Acting as the Health and Safety focal point

### *Travel*

- Arranging travel for staff members and third parties
- Liaising with travel agents
- Booking accommodation
- Arranging visas
- Liaising with third parties in respect of their travel arrangements

### *Corporate*

- Coordinating Board and Sub-Committee meetings and taking minutes
- Registering/de-registering trustees (Companies House/Charity Commission)
- Liaising with Trustees on Board administration

### *Executive assistance*

- Assisting with diaries and meeting schedules of senior management
- Assisting with the Director's email and related communications
- Maintaining and filing of relevant documents

## **Skills and Experience**

### *Essential skills and experience*

- Integrity and commitment to HDT's organisational values and objectives
- Demonstrable experience of office administration and clerical skills
- Demonstrable experience of executive support, planning and scheduling
- Substantial experience of relevant office software packages (Word, Excel, Outlook, CRM)
- Experience in managing office IT and troubleshooting basic problems
- Knowledge of data protection and ability to ensure sensitive data is securely protected
- Ability to work independently and to communicate effectively with staff and trustees
- High attention to detail and ability to work to a consistently high standard on short turnaround times
- Excellent command of written and spoken English with impeccable communication skills
- Initiative and self-motivation
- Excellent workload management and multi-tasking abilities
- Discretion and professionalism
- Team-oriented and ability to work well in a small office environment and with people from different cultures
- Confidence and flexibility

### *Desired skills and experience*

- Other language skills (French, Arabic)
- Familiarity with global south cultures, geographies and contexts

## **TO APPLY**

To apply please send a CV of no more than three pages along with a covering letter of no more than two pages explaining how you meet the Skills and Experience 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. 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.