



Job specification

Assistant to the director's office

Thank you for enquiring about this post. Please read this carefully. If you then want to apply, please: write a one-page covering letter explaining who you are and why you want the job; prepare a CV (maximum two pages); complete the application form (typed or written). Please email the items to: director@survivalinternational.org. Please do not phone at this stage unless you decide to withdraw.

Our recruitment procedure requires some effort; we must narrow the field only to those who both really want the position and who are suitable. We normally receive a large number of applications and select a few for interview at Charterhouse Buildings, London. If you are selected, we will let you know the date and time. This cannot normally be altered. If matters of life or death prevent you from attending, but you still wish to pursue the application, then phone us straight away on 020 7687 8700 and we will try to help. Similarly, if plans change at our end, we will contact you by phone. If you wish to withdraw your application at any stage, we would be grateful if you would phone or email.

If you are selected, please allow up to two hours for interview (it will probably be less). Interviews may include tests. A handful of people may be invited to a second interview. As a charity, we are unfortunately unable to cover your expenses.

If you wish, you may bring material to show the interviewers, but we are unable to return anything you leave with them (including your application form). We would also ask you to note that we are unable to give feedback to candidates who are not selected.

Survival is the world's foremost organization dedicated to tribal peoples' rights. It works to limited budgets and has about 24 paid staff, and other volunteers, in its London office. Successful applicants must get on with a small, efficient and dedicated team of professionals. You must be highly motivated by Survival's aims, otherwise it is unlikely that you will be fulfilled in this work. Survival can provide an interesting, varied vocation which will be hard work, challenging, often frustrating, and sometimes extremely rewarding.

Job description

Location	Survival International, London EC1M 7ET
Hours	Monday to Friday 10am – 6pm
Salary	£18,000 – £20,000
Contract	12 month contract (6 month probation)
Closing date	19 February 2016
Start date	mid-March to mid-April

Survival is looking for a reliable and efficient person to join the director's office. This is a varied role which encompasses all aspects of the organization, from administration of our board of trustees, to managing our relationships with trusts and foundations with a particular focus on finding new audiences to which we can promote our message.

This is an exciting opportunity to be at the heart of the only international organization working for tribal peoples. The successful candidate will take pleasure in knowing that he/she will play a significant role in the shaping of Survival's future.

The successful candidate must have excellent writing and communication skills, demonstrate great flexibility and an ability to manage a heavy workload and have a commitment to tribal peoples and Survival's work. Knowledge of French, Spanish, and/or German would be an advantage.

Clerical support

- Providing secretarial support across all departments, including arranging meetings, preparing the relevant papers, taking minutes, etc;
- Administering our board of trustees
- Proof-reading and editing

Fundraising

- Managing our relationships with trusts and foundations (grant-writing, reporting, etc.)
- Assisting with high donor-management

Outreach

- Finding new audiences for our campaigns
- Seeking new and innovative ways to reach a wider online audience
- Expanding our presence online (forums, blogs, comment sections, Wikipedia etc.)
- Finding new outlets for our publications
- Managing contacts and mailing lists using our outreach database
- Mailing resources
- Developing contacts with schools and universities

Skills and Experience

- Experience of providing administrative support in an office environment;
- Experience of managing a heavy workload;
- Excellent written and oral communication skills;
- Good IT skills, including MS office and databases;
- Good numeracy;
- Excellent organizational skills and the ability to plan and prioritize effectively;
- Excellent time management skills;
- Ability to work independently with minimum supervision;
- Knowledge of other languages (particularly Spanish, French, and/or German) is desirable.

Personal attributes

- Confidence and resourcefulness;
- A keen desire to serve Survival's aims;
- A desire to take responsibility for increasing the effectiveness of the organization;
- An enthusiastic and personable manner – energetic and committed;
- Taking pleasure in completing a variety of tasks, including clerical and administrative;
- A desire to complete work to a high standard;
- A flexible and adaptable approach to work;
- A proven interest in and commitment to tribal peoples and Survival's work;
- The ability to work outside normal hours, if and when required;
- The ability to travel, if and when required.

Successful candidates will become an integral part of the world's leading tribal peoples' rights team. If you fit the bill, we want you with us, so we wish you the best of luck!