

OFFICE ADMINISTRATOR



Centre for Sport
& Human Rights

Role Title	Office Administrator
Start Date:	April 1, 2024
Reporting to:	Operations and Governance Manager
Location:	Remote position, working from home, able to work with a global team primarily based in UTC and UTC+1 time zones. Candidates must already have permission to work in the country of their location.
Hours	The role is offered as a contract for 3 days per week based on a working day of 7.5 hours per day, with specific working hours to be agreed to align with requirements above.
Salary:	£24,879 - £28, 844 full time prorated to 3 days a week depending on skills and experience; adjusted range for Swiss candidates on a full-time basis; or equivalent consulting rate for non-UK based candidates.
Contract:	1 year, renewable subject to funding. Candidates based in the UK or Switzerland can be offered an employment contract. Candidates in other locations can be offered a consultancy agreement.
Role purpose:	The Office Administrator supports the coordination of office operations and administration for CSHR's growing global team.
Alignment with the Centre's mission:	This role is aligned with building a self-sustaining global organisation that can pursue the Centre's mission , with responsibility for supporting the effectiveness of day to day administrative tasks underpinning the work of the team as a whole .
Key relationships:	Reporting to the Operations and Governance Manager. Key relationships with the Operations Team and working with the team as a whole.
Key responsibilities:	<p>Key duties and responsibilities include, but are not limited to:</p> <p>General Administration:</p> <ul style="list-style-type: none"> ● Be the first point of contact for the Centre (internally and externally) via email, managing the Centre's info@ email address and phone. ● Organise & coordinate virtual meetings for the Centre including team meetings, working groups and webinars. ● Address team queries regarding office management issues (e.g. calendar, stationery, equipment etc.) <p>Events and Travel Support:</p> <ul style="list-style-type: none"> ● Manage relationship with the Centre's travel agency ● Handle staff travel requirements including transportation,



	<p>accommodation and liaising with travel agencies.</p> <ul style="list-style-type: none"> • Support event organisers with event logistics including drafting and sending event invitations, planning any travel and accommodation for speakers and guests as needed. • Keep travel tracker updated and ensure ongoing coordination with the Centre’s travel insurance providers. <p>Systems Support</p> <ul style="list-style-type: none"> • First point of contact for all queries related to systems and digital platforms; troubleshooting initial difficulties encountered by the team. • Support the creating and deleting of CSHR software accounts including Monday.com, Zoom, Dropbox, Slack, G Suite. • Provide basic IT support to the Centre’s team and liaise with specialist IT support when required. • Troubleshoots and resolves users problems with and related to CSHR systems <p>Operations:</p> <ul style="list-style-type: none"> • Support financial administration, including recording expenses, creating invoices and tracking payments • In coordination with the Finance Manager, research and negotiate with suppliers to ensure cost effectiveness in procurement of goods and services. • Liaise with translation agencies and independent translators to obtain quotes and coordinate translation jobs. • Support the planning and controlling of the acquisition, operation, maintenance, renewal, and disposal of team equipment • Liaise with Geneva office service providers whenever required concerning the building access, rent, grant, internet, and insurance. • Ensure the Geneva apartment rent and insurance is paid in a timely manner. <p>Project Data Entry and Management:</p> <ul style="list-style-type: none"> • Enter, compile, collect and organize project data specifically in support of the Promoting the Rights of Children for the FIFA World Cup 2026 project working alongside the project team in North America; • Liaise with project evaluation consultants to collate and support the analysis of data and production of data summaries and reports; • Prepare periodic reports and updates on project progress and outcomes. <p>Other Duties:</p> <p>Any other reasonable task in line with the responsibilities of the role, at the request of your line manager.</p>
<p>Expected impact of role:</p>	<p>The impact of this role will be:</p> <ul style="list-style-type: none"> • Increased organisational efficiency; the role will provide support that ensures all systems and procedures run smoothly, saving team time to focus on strategic matters. • Efficient event and meeting coordination; with more events/activities planned, the role will provide cross cutting support to team members planning events by managing the booking of venues, managing invitations, transportation and accommodation



Person specification:	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● High school degree (or equivalent experience) ● Written and verbal fluency in English 	<ul style="list-style-type: none"> ● University degree or equivalent experience in a related field
Experience:	<ul style="list-style-type: none"> ● Minimum of two years' relevant professional experience ● Experience of information and administrative management practices and procedures including cloud-based file storage for work. ● Experience of data entry and collection ● Proven experience planning and organising internal meetings and events including travel and accommodation. ● Experience of business administration in an international context ● Experience of working collaboratively in a remote working environment on a regular basis ● Working independently with quantitative and qualitative data with demonstrable attention to detail 	<ul style="list-style-type: none"> ● Experience of business administration in an international context ● Experience of handling human resources functions ● Experience of work in the not-for-profit sector ● Experience of basic budget management ● Experience as Executive Assistant ● Experience of work in the not-for-profit sector
Knowledge and skills:	<ul style="list-style-type: none"> ● Strong organisational skills with excellent time-keeping capabilities ● Strong IT capabilities, including strong experience using Microsoft Office and working on Mac ● Ability to produce highly accurate work ● Ability to take initiative ● Fluency in written and spoken English 	<ul style="list-style-type: none"> ● Data analysis ● Experience working with CRM/Project Management/HR softwares (Asana, Monday.com, Salesforce e.g.) ● Knowledge of GDPR compliance processes ● Experience of taking meeting minutes and record keeping ● Fluency in French ● Fluency in Spanish ● Experience negotiating terms with travel/hotel/catering and admin/IT provider



Required attitude	<p>You will be:</p> <ul style="list-style-type: none"> ● People-focused (supportive, inclusive, helpful and curious) ● Impact-oriented (purpose driven, collaborative, and ambitious) ● Solutions-based (pragmatic, creative, and innovative) <p>We believe in our mission and work hard to pursue it. We are a small team, working internationally, and seek pragmatic, hands-on, and positive-minded colleagues to join us in this mission.</p> <p>You will be committed to our mission of promoting human rights in sport and to contributing to a positive and collaborative working environment in which high standards of governance and operations management are maintained. You will be proactive, able to manage your own workload.</p>
Inclusion and diversity:	<p>We work hard to create and maintain a positive internal environment with a team that is open, supportive and encourages collaboration, including a commitment to inclusion and diversity at all levels. We will consider qualified candidates without regard to age, disability status, ethnicity, gender, national origin, pregnancy, race, religion, sex, sexual orientation, socioeconomic status or any characteristic protected by law, and value candidates with varied experiences who can bring a new perspectives and outlook to our work.</p> <p>At CSHR we believe we need to keep children and vulnerable adults safe. Selected candidates will be expected to adhere to our standards. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.</p>
Application process:	<p>If you are interested in this position, please apply here submitting your CV and a cover letter laying out your interest in this position and why you are suited to the role.</p> <p>Closing date for applications: 16 February 2024 at 22:59 BST (London) / 23:59 CET (Geneva).</p> <p>Interviews will be conducted via Zoom during the week of 11 March 2024 Shortlisted candidates will be asked to complete a timed 45-minute task ahead of the interview (using their laptop, and to be received and submitted by email).</p> <p>For additional information about this position, please contact Mweene Chibbonta at mweene.chibbonta@sporthumanrights.org</p> <p>Note: <i>We will only contact shortlisted candidates. If we do not contact you, your application has unfortunately been unsuccessful. Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.</i></p>

