



Peace Brigades International
International Office, Development House,
56-64 Leonard Street, London EC2A 4LT, UK

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PBI International Office is looking for Administration Volunteer July – Sept 2014

JOB DESCRIPTION

1. Main purpose of the role

To provide effective administrative support to the PBI International Office.

2. Position in the organisation

This is an unpaid position. The volunteer will report to and be supported by the ISEC Administrator and Governance Director. The volunteer will work one day per week in the International Office at the address below.

3. Place of work

International Office, 6th Floor, Development House, 56-64 Leonard Street, London, EC2A 4LT. This office is fully accessible.

4. Organisation overview

Peace Brigades International (PBI) is a non-governmental organisation, which protects human rights and promotes nonviolent conflict transformation through protective accompaniment, peace education, and independent observation. Set up in 1981, PBI provides protection for threatened human rights defenders and displaced communities striving to promote social justice and human rights in areas of violent conflict. PBI currently has projects in Colombia, Guatemala, Honduras, Indonesia, Kenya, Mexico and Nepal.

The functions of the International Office include co-ordination, strategy, communication, financial management, legal oversight, organisational development and project support. For further information see www.peacebrigades.org.

5. Scope of the role

The main area of responsibility of the volunteer will be assisting with administration, governance and policy in the International Office. The position would be ideal for someone interested in NGO management and charity finance and seeking experience in the area. We are especially interested in those candidates who also have a demonstrable interest in the field of human rights. The successful candidate will work as part of our international office team and assist with financial administration and governance/policy tasks that will include contributing to research, development and drafting of financial and legal policies. Dependent on the interests and skills of the volunteer, they may also be asked to assist in other areas of the work of the international office.

6. Primary tasks

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Administration will include:

- Financial administration – including assisting the ISEC Administrator with day-to-day checking of expense claim forms and invoices, generating payments and maintaining documentation files to audit standards
- Support the development and maintenance of office policies and procedures as appropriate

Governance/Policy support can include:

- Research for policy development as needed in areas of organizational strategy, financial management and legal
- Draft policy documents for organisational review
- Review, synthesise and summarise feedback collected in internal decision processes
- Prepare reports for meetings
- Provide support to the International Office as needed to carry out governance responsibilities

7. What we can offer

- Experience in general administrative procedures necessary for an international NGO and an understanding of the function of non-profit governance.
- An opportunity to gain an understanding of PBI's philosophy, mandate and internal functioning and how this is put into practice in our work
- An opportunity to meet PBI field volunteers and human rights defenders from organisations that PBI accompanies
- PBI will pay lunch and travel expenses for the day the volunteer comes to work in the office

PERSON SPECIFICATION**Essential:**

- Highly organised individual able to plan, prioritise and work to tight deadlines both individually and as part of a team
- Excellent spoken and written English (Spanish desirable)
- Proficient in the use of Word, Excel, and email
- Willingness to be adaptable to changing needs of office administration
- Understanding of human rights
- Able to commit to three months working July to Sept 2014 (extension possible)
- Able to start week beginning 14/21 July

Further information about the work of PBI: www.peacebrigades.org

To apply send CV and an explanation of why you would be interested in the work to:

Dan Slee T: 020 7065 0775 | Email: admin@peacebrigades.org

Shortlisted candidates will be invited to interview. We regret that we will not be able to respond to unsuccessful candidates.

Deadline: 9am 18th June 2014

Interviews: 23rd / 24th June 2014

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