

ForcesWatch Administration Worker

Job description and person specification

Overview

Post:	Administration Worker
Hours:	8 hours (1 day) a week, preferably 4 hours on 2 separate days. One year initial contract.
Salary:	£27,293 p.a. pro-rata plus 5% pension

About ForcesWatch

ForcesWatch is a non-profit organisation based in London, which conducts research and campaigning on ethical issues concerning the military, young people and society in the UK. We monitor and report on military recruitment practices, support groups and individuals challenging them, and work for changes in recruitment policy and human rights issues within the military. We challenge efforts to embed militarist values in civil society.

ForcesWatch was established in April 2010. We are an unincorporated association, overseen by a Steering Committee. We are funded from grant-making trusts and donations and there are currently three members of staff, all part-time.

ForcesWatch is the only organisation focused solely on challenging the effect of militarisation in British society. We build critical awareness of the issues, and capacity for making social change happen both at grassroots level and through policy change at a national level. We seek to work with a wide spectrum of interested parties, including veterans, young people, parents, teachers, youth workers and peace and human rights activists. We work closely with partner organisations to maximise resources and impact.

Currently our main areas of work are to:

- Challenge the military's presence in education
- Advocate for raising the minimum age of armed forces recruitment to 18 in line with international standards.
- Monitor and respond to the promotion of the military as a normal part of everyday life.

For more information about ForcesWatch, see <http://www.forceswatch.net>

Main functions and responsibilities of the Administration Worker

The Administration Worker will be part of a small and friendly team that works in a cooperative and inclusive way. They will carry out the key administrative tasks of the organisation and support the work of colleagues when appropriate and play an important role in helping to maintain the growing reputation of ForcesWatch as a reliable and important source of research, information and resources.

This is a new post which will take over most of the administration work and will develop the administration systems where appropriate. The post will be line-managed by the Coordinator and in liaison with the Steering Committee. All staff are expected to attend Steering Committee meetings.

We are seeking someone with a good level of knowledge and skills across a range of financial, communications, and office systems, taking on the day to day work of book-keeping, managing donations and communications with funders, and developing and maintaining office systems. Some of the work will be done together with other staff. The role will also include extra tasks agreed with the Coordinator where appropriate and depending on the skills of the administrator, including assisting with website content and fundraising.

The successful candidate will share the concerns of ForcesWatch and be keen to support our work.

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The main activities of the role

- Deal with book-keeping, banking, PAYE and other financial tasks.
- Assist with seeking donations and administer donations received.
- Assist with communications including general enquiries and requests for materials and information.
- Administer funding applications and reporting to grant-making trusts and other donors.
- Attend and write minutes for Steering Committee and other meetings.
- Develop and maintain office systems including various paper and electronic filing systems.
- Assist the Coordinator and other staff with further agreed tasks as necessary, such as uploading materials onto the website.

Person specification - required skills and experience

Essential

Candidates must be able to adequately demonstrate each of the following in order to be shortlisted

- Ability to ensure the smooth running of office systems.
- Experience with aspects of financial administration.
- Good presentation and communication skills (written, verbal, social media).
- Excellent organisational skills and ability to prioritise tasks.
- Good computer skills including strong knowledge of office and communications software.
- Ability to follow established procedures and develop new procedures where necessary.
- Excellent attention to detail and commitment to accuracy.
- Ability to work effectively alone and in liaison with other members of the team.
- Commitment to the concerns and values of ForcesWatch.

Desirable

Candidates should be able to adequately demonstrate some of the following in order to be shortlisted

- Experience of maintaining websites.
- Experience of accounting and PAYE software.
- Experience of fundraising.
- Familiarity with the issues that concern ForcesWatch.

How to apply

Please send us:

1. Your CV
2. A covering letter explaining:
 - why you want this job
 - why you would like to join ForcesWatch
 - where you saw the job advertised
3. A supporting statement (not more than 2 sides of A4) telling us how you meet the points listed under the Person Specification. Headings may be useful here.

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Email your application to office@forceswatch.net by 6pm on Monday 23 May 2016, using the subject heading 'Administration Worker'.

You may also post your application to: ForcesWatch, 5 Caledonian Road, London N1 9DY

If you would like to discuss the role informally before applying, please contact Emma Sangster on 020 7837 2822 or email office@forceswatch.net to arrange a time to speak. Please note that as the office is not staffed full time, there may be a delay in getting back to you.

Equal opportunities and our values

The work of ForcesWatch is underpinned by the concern that enormous damage is done to all those caught up in armed conflict. It is vital that there is wide critical debate about the military and its recruitment practices and its role in wider society.

ForcesWatch is committed to:

- respect for all people, including those we disagree with
- honesty in how we approach and present the issues
- fostering critical awareness of the issues among the public and ourselves
- including and involving a diversity of people, including a range of views and skills

We oppose all forms of unlawful or lawful discrimination on the grounds of race, sex, age, disability, sexual orientation, nationality, class, religion, marital status and where they live.

The successful candidate will be selected on the basis of how well they fit the person specification, as judged by their application materials and their interview performance.

Unfortunately the ForcesWatch office has only limited access and facilities for those with restricted mobility. Please contact us if you would like further information.

ForcesWatch is unable to arrange work permits for applicants without UK residency.

Terms and conditions

Duration:	The initial contract will be for 12 months. The contract will be extended for a further period depending on the availability of funding. There will be a 3 month probationary period.
Contract type:	Employee.
Reports to:	The ForcesWatch Co-ordinator through fortnightly meetings.
Schedule:	The Administrator's timetable will be set in liaison with the Co-ordinator. The Administrator should be available to work on more than one day a week.
Location:	Based at the ForcesWatch office in Kings Cross, London.
Holiday:	30 days per calendar year (pro-rata).
Notice of termination:	One month from either side.

April 2016