

**Job description: Europe-Asia Department Assistant**

Job Title: Europe-Asia Department Assistant  
Location: UK based, with occasional international travel  
Reporting to: Department Officer  
Duration: 3 month fixed term contract

**Conciliation Resources**

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. For over 25 years, we have been making peace possible. We currently have over 70 full and part-time staff members, working mainly out of the London and Australian offices. We work with over 70 locally-based and international partners worldwide.

**Europe-Asia Department**

The Europe-Asia Department is made up of three Programmes teams, each of them has their own set of considerations, ways of working and different priorities at any given time. Each team has a Programme Director and support and is responsible for its own fundraising and budget. The Departmental roles provide support across these Programmes.

- South Asia Programme Team
- South Caucasus Programme Team
- Cross Regional Programme Team

**Job purpose**

The Europe-Asia Department Assistant provides administrative and logistical support to the work of the Europe-Asia department in implementing effective and sustainable peacebuilding and conflict resolution work within the Europe-Asia department. The post holder provides support to the Programme teams' liaison with partners, contributes to financial and narrative reporting and makes arrangements for programme travel and events.

They support the Department team to provide a link between Programme teams in the Europe-Asia department and wider parts of Conciliation Resources to ensure the department's work is efficient, inclusive and in accordance with safeguarding and security standards. The Europe-Asia Department Assistant also supports learning and fundraising within the department, to ensure sustainability of Conciliation Resources' peacebuilding work within the Europe-Asia department.

## **Specific responsibilities and tasks**

### **a. Financial Management and Fundraising**

Support the timely and accurate processing of financial transactions for the department. Process invoices and expenses claims from department staff, consultants and service providers, following Conciliation Resources' financial management procedures. Prepare and process department staff's financial trip reports, transfer requests, travel advance requests and other department expenditure documents, ensuring appropriate coding and in liaison with the Finance team.

Assist partners to compile financial reports and submit these for approval to the respective Programme Director or Europe-Asia Department Director, liaising with the Finance team and partners to resolve issues. Ensure partner transactions are properly coded and recorded, and that all necessary supporting documents are filed appropriately, electronically and/or in hard copy. Ensure gender markers are correctly applied in the financial system to monitor gender budgeting.

Coordinate with Fundraising and Communications to ensure the internal database, including records on fundraising activities, is accurate and up to date.

Maintain appropriate project documentation and filing systems for ensuring that the department complies with and participates in maintaining internal administrative and financial systems and policies.

### **b. Inter and Intra Departmental Coordination and Communication**

As required by the Department Officer, Manager or Director, represent the department (and/or individual Programmes within the department when needed) in interactions with other departments within the organisation, including finance, IT, communications, fundraising, gender, MEL and security and compliance.

Contribute to Conciliation Resources' information systems, including uploading photographs to the electronic photo library, entering information into Conciliation Resources' Contacts Database, and handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

Collate text for reports and publications and manage the department's publication stocks and displays.

Contribute to the Department's annual planning processes, through scheduling and minuting meetings, and assisting with the preparation and submission of completed annual plans.

### **c. Programme strategy and implementation**

Provide logistical, financial and administrative support to meetings, workshops and other events undertaken by the Department, including travel arrangements, arranging venues, accommodation, communicating with participants on logistics, handling expenses, invoices and receipts.

Provide logistic and administrative support to travelling members of the Department by booking transport and accommodation, drafting risk assessments, arranging cash advances, and consolidating expenses and trip reports on the traveller's return.

Where needed and agreed by the Department Director, provide surge support to programmes within the Department, for logistical, financial and administrative support to meetings, workshops and other events undertaken by the Department, including travel arrangements, arranging venues, accommodation, communicating with participants on logistics, handling expenses, invoices and receipts.

Ensure procurement of services is carried out in an appropriate manner adhering to Conciliation Resources' Procurement Policy.

Develop and maintain time-sheets for the Department, as required.

### **d. Research, policy and analysis**

Keep informed of political, social, economic and security developments in the region that influence the peacebuilding and conflict transformation objectives of the Programmes.

Undertake ad hoc proofreading and copy-editing for reports produced within the department to ensure they are free of errors, adhere to Conciliation Resources' editorial style, and are engaging and accessible to the readers.

### **e. Safeguarding, security and compliance**

Assist the Department Officer to monitor the security situation across departmental contexts, keeping up to date records of significant security incidents and ensuring the Department Manager and Programmes teams are kept up to date.

Assist the Department Officer to draft risk assessments for travel by any member of the Department's teams, working with the Programmes teams to assess risks, develop preventative and response measures, and contingency plans. Ensure process of review and Department Manager approval runs smoothly.

Prior to and during travel to particular contexts, observe the security advice provided by the relevant Programme team, and behave in such a way as to prioritise the safety of oneself and colleagues.

As required by the Department Manager or individual Programmes teams, support the development and updating of Programmes Security Plans, standard operating procedures and travel risk assessments, in line with organisational standards and deadlines.

Support the Department Officer and/or the International Safety and Compliance Manager to conduct periodic terrorist financing risk assessments.

Support the Department Officer in administrative and legal processes relating to the establishment of satellite or branch offices within the departmental context.

#### **f. Monitoring, Evaluation and Learning**

Support the Department Officer in the organisation and delivery of cross-departmental learning and actively participate in learning initiatives or activities within the organisation or in any consortia with which it may be engaged.

Organise the logistics and administration of learning events across the department teams and across CR, as required. Support the Department MEL staff and MEL team in RAP in the delivery of MEL training within the department where required.

Working with Department MEL staff, support Programmes teams to record outcomes in the Outcome Harvesting Online Platform in a manner that complies with organisational standards, through the review of outcome data and participation in Outcome Harvesting workshops. Provide logistical and practical support to Outcome Harvesting workshops as required.

Engage in department and organisational learning, including through participation in organisation learning events (short downloads, brownbag lunches, organisational retreats and other activities).

#### **g. Other**

Participate in monthly line management meetings and regular performance appraisals, keeping BreatheHR Information System up to date.

Maintain appropriate project documentation and filing systems, ensuring that they comply with internal and financial systems and policies.

Supervise occasional volunteers and consultants as required.

Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources' Code of Conduct.

Demonstrate a commitment to gender equality, diversity and inclusion, including a respect for diverse cultures and ways of working and adhere to CR's equality, diversity and inclusion policy and its effective implementation.

Demonstrate a strong commitment to CR's safeguarding policy and zero tolerance on bullying and harassment including sexual harassment.

Contribute to a positive safeguarding culture in the Europe-Asia Department and for assisting with the implementation of safeguarding practices within the area that the Europe-Asia Department works.

Perform other tasks and duties, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.

### **Person specification**

#### **Essential knowledge, skills and experience**

- Experience of working in an administrative and support position to a team.
- Interest in peacebuilding and conflict transformation processes.
- Interests in contexts relevant to the department and its work.
- Experience of financial administration including processing finance reports, receipts or invoices.
- Experience of supporting the organisation of events, including providing logistical support to participants from overseas.
- Experience of working with databases, handling diverse sources of information and maintaining filing systems.
- Experience of liaising with external partners and service providers.
- Excellent written and spoken English.
- Ability to summarise and convey information accurately and concisely.
- Commitment to, and experience of, team and cross-organisational working.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Willingness to work irregular hours occasionally and to undertake occasional international travel.
- Experience of hostile environment training or willingness to undertake hostile environment training.
- Good computer and IT skills, including experience working with Microsoft Office software packages, databases, email and the internet.

#### **Desirable knowledge, skills and experience**

- Spoken and written Russian.
- Experience working with Mac computers.
- Experience using Podio or similar project and data management software.

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