



European Funders for Social Change and Human Rights

Job Vacancy

Programme Assistant - Ariadne

'Ariadne – European Human Rights and Social Change Funders Network' is looking for a **highly organised, web literate, Programme Assistant** to support the Communications and Events Manager and the Programme Director in running the Ariadne network.

Ariadne is a European-wide, peer-to-peer network of donors and grant-makers investing in social change and human rights. It currently has more than 540 participants representing over 190 institutions in 25 countries. Ariadne runs a mix of hard and soft links, with participants able to connect both online and face-to-face. Ariadne has a sophisticated online portal where participants can create and moderate special interest communities and share ideas and information. This is supplemented by a number of annual events for the entire network and a series of locally based events in different counties and linguistic regions. The language of the network is English with activities held in Dutch and French as well.

Ariadne is a project of Global Dialogue, a registered charity that promotes human rights and social change around the world by making grants and supporting grant-makers. We are based at the award-winning Foundry building in Vauxhall, London.

Job Description

Tasks will include:

- Administrative support to the Ariadne Communications and Events Manager and the wider team, made up of 3 staff and two home-based consultants, including organising meetings and travel
- Events support, including with registration, identifying venues, helping to prepare event material, acting as backstop and note-taker during events
- Communications, including Twitter, dealing with email inquiries, assisting with compiling Ariadne's fortnightly newsletter and posting research, events and other items of relevance to social change and human rights donors on the Ariadne online portal
- Assisting with finance administration, drafting grant-applications and reports, and proof-reading materials in English
- Maintaining the membership database, contributing ideas for the network and portal to help keep them interesting and lively
- Other duties as required

Person specification

Ariadne is a project which is 7 years old with responsibilities shared across a small and dedicated team. The person who fills this post has to be able to demonstrate solid common sense and the ability to accept a high level of responsibility. We are looking for someone with the following skills and experience:

Required:

- A university degree or equivalent
- Excellent communication skills, tact and sensitivity
- Attention to detail
- Ability to work unsupervised
- Good writing skills and editorial judgment
- Experience of notetaking meetings
- Experience of finance administration and budgeting
- At least one year's paid employment in an office environment
- Excellent spoken and written English
- Excellent IT skills, including MS Office applications and social media (twitter)
- Interest in human rights and social change
- Permission to live and work in the UK

Desired:

- Experience of organising events
- Experience of providing support to on- and offline networks
- Previous work experience with a non-profit organisation
- Experience of writing for different audiences
- Understanding of the issues facing social change and human rights donors
- Written and spoken proficiency in a second European language

Terms and Conditions

- Working hours: 21 hrs a week at £21,000 per annum/pro-rata
- Start date: as soon as possible
- Holidays 25 days per annum/pro-rata
- Length of initial contract: 1 year, subject to renewal, following a three-month probationary period.
- Location: London, with some planned travel outside the UK

Application Instructions

The closing date for applications is **17:00 GMT on 25th of January**. Interviews, including a short test, will be held in London during the week starting 1st February.

To apply: please a maximum **two page CV** and **a one page cover letter** to jobs@ariadne-network.eu. Please use the following subject line: "Ariadne Admin: Last name, first name". The filename of your CV should be "LastnameFirstname_CV" and that of your cover letter should be "LastnameFirstname_Cover".

Please note that due to the large number of applications we receive, we will only be able to contact short-listed candidates by the end of Thursday, 28th January.