Foundation for International Environmental Law and Development (FIELD)

Job Description

Job Title: Programme Administrator

Responsible to: FIELD Director

Main contacts: Colleagues in FIELD and IIED, interns, partners, donors, members of the public

Main purpose: To provide administrative and general communications support to FIELD

Salary: Programme Grade 5: £22,625 - £28,257 pro rata

Contract: Fixed-term contract (maternity cover) part-time, 4 days per week or 28 hours per week

Location: London

Background to the post

FIELD is a small team of experienced international lawyers. In April 2005, FIELD became a subsidiary of IIED. FIELD continues to be an independent charitable organisation but now shares offices, core services, a Board of Trustees, and an increasing number of multi-disciplinary projects and activities with IIED.

FIELD's international environmental law work comprises three broad programmes: climate change and energy, biodiversity and marine resources, and trade, investment and sustainable development.

The Programme Administrator position provides administrative support to FIELD's lawyers. The current postholder is going on maternity leave in May 2007 and we are looking for someone to cover her maternity leave period.

<u>FIELD Staff</u>

- M.J. Mace, acting Director and Programme Director, Climate Change and Energy
- Linda Siegele, Staff Lawyer
- Christoph Schwarte, Staff Lawyer
- Ilona Millar, Staff Lawyer
- Karen Sherman, Programme Administrator (maternity leave from May 2007)

Key responsibilities

1. To develop systems for, and provide, **general administrative support** - to include copy typing and copy editing of documents, photocopying, the circulation of information, electronic and paper filing, outside storage and

archives & publications stock management dealing with despatch/ couriers, maintaining stationery supplies etc.

2. To organise **travel arrangements** for staff and consultants, including accommodation and visas. To liaise and support staff when they are travelling overseas.

3. To draft **narrative reports** for internal and external audiences and liaise with others in order to complete them (for example, monthly Programme Newsletter, reports for the Board, reports for funders, relevant sections of proposals or concept notes etc). Maintain up-to-date records of institutional developments and procedures.

4. To respond to **correspondence** on behalf of staff on request and to take responsibility for prompt handling of **general enquiries** for information by post, phone, fax or email - replying directly whenever possible and referring to other staff when necessary.

5. To **update, monitor and maintain** the FIELD Budget – including administration of project contracts, donations, managing invoices, keeping track of contract milestones and payments and liaising with the Finance Department.

6. To maintain FIELD's **website,** updating its news and events section on a weekly basis, liaising with staff over website developments, adding papers and projects as requested and drafting text.

7. To co-ordinate FIELD's **internships programmes.**

8. To maintain and update the list of **publications** on the website and in the filing cabinet and process publication requests.

9. To assist with preparations, and provide logistical support, for **meetings, workshops, conferences and seminars**, both at FIELD/IIED and other venues. This includes taking responsibility for flight and accommodation bookings, communications with participants (including assistance with visa applications), assistance in preparation of documentation, and ensuring agenda and minutes are provided where necessary.

10. To attend external and internal **meetings** where appropriate in order to report back to staff.

11. To establish, maintain and update the **database** of addresses, contacts, past interns and staff.

12. To coordinate the production and mailing of "**FIELD in Brief**" newsletter.

13. To provide assistance with FIELD **computer software and email systems**. This will involve liaising with the external computer helpdesk if any problems occur with emails and maintaining up-to-date records and instructions on warranties, maintenance problems and new computer procedures.

14. To participate in the production of FIELD **teaching materials** as required and to organise and coordinate yearly teaching schedule and invoicing.

15. To search the Internet to **research and collate information** on various subjects as required.

The job description defines the level of responsibility and area(s) of involvement of the post; the details of the duties may change over time and do not form part of the contract between FIELD and the post holder.

Person specification:

Essential Skills and Experience

- First degree or equivalent level of education
- Work experience in programme and/or project administration
- Excellent knowledge of spreadsheets (Excel), word-processing (Word), communications packages (Microsoft Outlook) and the Internet
- Excellent written skills in English developed through drafting text, copy-editing, proof-reading and editorial skills
- Experience of managing budgets/financial monitoring
- Excellent verbal communication skills developed through interacting with a wide variety of people from different cultures
- Experience of arranging meetings, seminars, workshops, etc.
- Enthusiastic and able to build effective relationships in a challenging environment
- Ability to work independently and as part of a multicultural team
- Ability to be adaptable and flexible, prioritise work effectively and balance conflicting demands without close supervision
- A good general grounding in politics and current affairs and an interest in and understanding of the issues involved in Sustainable Development and International Environmental Law

Desirable

- Good working knowledge of French, Spanish, Portuguese or other major international language
- Experience of using PowerPoint, Access and Adobe Acrobat
- Law Degree or knowledge of International Environmental Law
- Knowledge and experience of managing and maintaining a website