



# ICAHD UK

The Israeli Committee Against House Demolitions

## ICAHD UK Role & Responsibilities

ICAHD UK is a small non-governmental organisation campaigning for human rights in Israel/Palestine. Our work, since 2004, has combined awareness-raising, advocacy, lobbying, and fundraising for rebuilding projects, in order to resist and challenge Israel's demolition of Palestinian homes and related displacement.

**Role:** Administrator & Membership Coordinator

**Fee:** £12 an hour

**Responsible to:** Executive Committee & Director

### **Logistical Details:**

- The assumption is that over the course of a year it will be possible to provide these services in an average of 60 hours a month - some more, some less depending on what is needed at any time and on the availability of the administrator.
- Depending on funding, it may be possible to extend these core hours.
- Office and travel expenses will be covered.
- The administrator is to be self-employed and responsible for own tax and national insurance contributions.
- This is a work from home role but attendance is expected at periodic Executive Committee meetings in London and for occasional briefing meetings with the Director.

### **Job Description:**

1. To oversee all administrative processes and to provide administrative support to the Director and the Executive Committee
2. To maintain stationary and office supplies
3. To maintain and update organisational database promptly

4. To prepare agendas for and minute meetings of the Executive Committee (meets about four times per year) and the ICAHD UK AGM; distribute minutes & papers
5. To acknowledge promptly all donations to ICAHD UK
6. To assist with the administration of ICAHD UK's membership and subscription scheme, including preparing letters/emails to members and supporters in conjunction with the Director and organising the dispatch of mailings by post and email
7. Encouraging membership engagement and expansion
8. To deal with routine telephone and written enquiries from members and other organisations including requests for briefings, reports and other written materials
9. To oversee interns/volunteers generally and on specific projects
10. To assist with the production of publicity and promotional materials including leaflets, newsletters, and ICAHD UK's Annual Report including liaising with the Director, designers and others as appropriate
11. To bank any cheques received and approve orders/sign off invoices in coordination with Treasurer
12. To assist with ICAHD UK campaigns in co-ordination with the Director and Executive Committee
13. To keep office calendar up to date with ICAHD events, meetings, etc
14. To supply Treasurer and Bookkeeper promptly at the end of each month with figures for accounts
15. To coordinate resources & volunteers for stalls at demonstrations, speaking tours and other events
16. To assist with the organisation of ICAHD UK events, including booking venues, rooms, equipment, arranging refreshments and other requirements, taking bookings and dealing with enquiries
17. To organise and oversee all practical arrangements for the ICAHD UK annual conference and dinner
18. To liaise with ICAHD UK Webmaster regularly, ensuring the website is kept accurate and up to date
19. To attend ICAHD UK meetings as required
20. To help keep social media up to date
21. Communicate with relevant networks, and promote ICAHD UK and ICAHD UK speakers to a broader audience
22. Develop, distribute, and sell ICAHD UK resources
23. Applying for grants when relevant and coordinating fundraising activities
24. To contribute generally to the work of ICAHD UK, undertaking other tasks as are appropriate to the nature and scope of the post.

# ICAHD UK Administrator & Membership Coordinator

## Person Specification:

### **- Essential**

1. Experience of administration and using efficient administrative procedures.
2. Experience in using effective and efficient office systems and processes including Microsoft Word, Excel and PowerPoint and proficient in using Email and the Internet.
3. Interest in the work of ICAHD UK and a passion for human rights generally.
4. Excellent communication skills both oral and written.
5. Good organisational skills, including ability to work within tight deadlines.
6. Ability to work flexibly and as part of a team, and to use own initiative.
7. Ability to work with a range of individuals and organisations.
8. Understanding of and commitment to equal opportunities.
9. Willingness to work unsociable hours and travel outside London on occasion.
10. Home located within the London travel to work area.

### **- Desirable**

1. Experience of managing databases or CRM systems.
2. Knowledge of fundraising and/or campaigning organisations, and experience motivating others to successfully campaign and/or fundraise on behalf of an organisation.
3. Proven experience growing membership organisations.
4. Previous event management experience.
5. Working knowledge of WordPress and Mailchimp (or equivalent web/newsletter platforms).
6. Marketing and/or social media expertise.

**To apply please send a CV and cover letter detailing relevant experience in line with the Job Description and Person Specification, using the subject heading ‘Administrator & Membership Coordinator Application’, by Friday, 12 August 2016, to [info@icahduk.org](mailto:info@icahduk.org).**

Interviews are expected to take place in London during the week commencing 22<sup>nd</sup> August, 2016. References will be taken up if considered for the position