Job description and person specification

**Team Assistant – Technical Advisory Team**

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<th>Salary band</th>
<th>2A</th>
<th>Job reference number</th>
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<tbody>
<tr>
<td>Area / department</td>
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<td>Region / division</td>
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<tr>
<td>Work location</td>
<td>London UKO</td>
<td>Reports to</td>
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<tr>
<td>Contract</td>
<td>Permanent</td>
<td>Last updated</td>
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<td>Last updated</td>
<td>July 2016</td>
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**Context**

The British Red Cross helps people in crisis, whoever and wherever they are. We are part of a global voluntary network, responding to conflicts, natural disasters and individual emergencies. We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives. Within the UK, the British Red Cross operates through about 3500 staff and over 30,000 volunteers. Geographically, the UK is organised into 20 areas, which are grouped into three regions.

The International Division is responsible for international disaster response, support to resilience programmes and organisational development of our partner Red Cross and Red Crescent Societies. The work of the International Division also includes humanitarian policy and advocacy activities, and International Humanitarian Law. British Red Cross’ international work is carried out in coordination and partnership with the International Red Cross & Red Crescent Movement International Division is currently looking to fill number of Team Assistant roles, both in technical and programmatic teams.

**Overall purpose of the role**

The focus of this post is to provide a high level of administrative and office support to the Heads of respective teams and ensure the smooth running of the team through provision of effective administrative and support services to the team as a whole.

**Main responsibilities and duties**

**Team & General Administration**

1. To disseminate information internally and externally, to monitor allocated shared drive folders and ensure the team information on RedRoom and the website is kept up to date.
2. Arranging domestic and international meetings, including arranging travel and accommodation.
3. To arrange and compile information for meetings and provide accurate minutes of meetings.
4. To ensure the maintenance of an efficient filing system for the team in PIMS.
5. To provide administrative support in the organisation of conferences, courses, exhibitions and workshops and attend as necessary.
6. To support the recruitment process for the Region/Team.
7. To ensure an efficient communication flow, arranging meetings, taking minutes, drafting replies to routine correspondence, dealing with enquiries, faxing and photocopying.
8. To maintain knowledge about the work of the Region/Team so as to be able to provide a well-informed response to enquirers from within or outside the Society.
9. To support administration and management of staff, delegates, consultants and interns, including briefings, inductions and debriefings.
10. To support the Region/Team in preparing for and organizing the International Divisional weeks.

Support to Head of Region/Team
11. To arrange travel and meetings and ensure s/he is prepared for these in good time.
12. To deal with outgoing correspondence where necessary.
13. To deal with as much routine business as possible, providing the team with any support they may require or request on Region/Team matters.
14. When specifically requested, to prepare reading and information packs to ensure that s/he is well briefed for internal and external meetings.
15. To ensure the monitoring of Region/Team budgets, including to code and process relevant invoices/forms, using Agresso, BRC’s financial management system.
16. To ensure effective coordination of corporate and strategic reporting and to coordinate departmental contributions into the standard format as required.
17. To ensure that the Head of Region/Team’s routine administration is up to date, including assistance with processing of expenses.
18. Undertake duties as contact point for external networks (eg. DEC, Start Network, Technical working groups, etc) as required.

Other
19. Uphold the Fundamental Principles of the Red Cross and Red Crescent Movement and work within the Society’s equal opportunities policy.

You will be responsible for the duties detailed in your job description and may also carry out such other duties as are reasonably required of you.
Person specification

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| **Skills and Knowledge (including education and training)** | > Education to A level or equivalent  
> An understanding of humanitarian issues  
> Excellent written and verbal communication skills**  
> Intermediate competency with spreadsheets and financial administration**  
> Excellent IT skills, including all basic MS office packages**  |
| **Experience** | > Previous administrative experience**  
> Familiarity of budget preparation and general financial administration **  
> Experience of compiling and summarising materials for a variety of audiences, such as donor proposals and reports**  
> Experience of drafting correspondence  
> Experience of dealing with enquiries from the general public  |
| **Competencies** | > Working in Partnership  
> Communicating and influencing  
> Personal impact and self-management  
> Problem solving  
> Developing yourself and others  |
| **Additional requirements** | > Uphold the Fundamental Principles and act with integrity, in accordance with the Society’s obligations and values (inclusive, compassionate, courageous, and dynamic).  
> Ensure anti-discriminatory practice and promote diversity.  |

*NB All disabled candidates who meet the minimum criteria, denoted by **, will be short-listed for interview in line with our commitment under the two-tick symbol scheme.*