



Administrator– Job Description

About The Death Penalty Project

The Death Penalty Project (DPP) is a legal action charity based in London. We provide free legal representation to prisoners facing the death penalty worldwide, with a focus on The Commonwealth (Caribbean, Africa and Asia). To complement our legal work, we deliver capacity building to members of the judiciary, lawyers, mental health professionals and others working within the criminal justice system. We also commission original research studies to raise awareness of criminal justice and human rights issues surrounding the death penalty, and engage with governments and other stakeholders to support a more informed and constructive debate.

Job Description

Position:	Administrator
Position reports to:	Deputy Director
Duration:	Permanent (subject to a six-months probation period).
Hours:	Full time 9:30am to 5:30pm (one hour for lunch). Flexibility will be required. Occasional evening and weekend fundraising/charity events as required.
Salary:	£25,000 per annum
Holiday entitlement:	25 days plus UK bank holidays
Pension:	5%
Location:	Central London
Start date:	Immediate

Key duties and responsibilities

Must have the right to work in the UK before applying

1. Financial administration

- Conduct basic financial administration and book-keeping, including tracking project costs, expenses and invoices, staff expenses and contractor/third party invoicing
- Work with the Deputy Director to ensure processes are effective and ensure timely monthly reconciliation of bank and other DPP accounts
- Coordinate and assist in tracking of project costs as required

2. General administration

- Maintain DPP activity diary, ensuring all key project activities, travel, leave and events are recorded in the diary
- Provide administrative support to the Co-Executive Directors and Deputy Director, including diary management, booking meetings, organising travel and preparing travel itineraries, planning events, expenses and preparation of meeting papers
- Assist the Co-Executive Directors and the Deputy Director in preparing for Board meetings and other events, such as fundraising, advocacy or launch events
- Coordinate and manage volunteers, interns and any job experience candidates
- Assist in DPP project administration, including support for delivery and co-ordination of all projects
- Maintain the organisation's databases/ contact list

Experience and Qualifications

- A minimum of two years proven experience in an administrative role, including supporting the delivery of activities, events and training; previous work in the charity sector or supporting international projects an advantage;
- Degree or equivalent professional qualification/ education in human rights/ international relations/ economics/ finance an advantage;
- Demonstrated experience of managing team administration, including meetings and diary management;
- Demonstrated experience in basic financial management and book-keeping.

Skills, Knowledge and Personal attributes

- Excellent time management skills with the ability to manage and prioritise a high work load and a wide range of competing demands with tight deadlines
- Exceptional organisational skills
- Excellent written and verbal communication skills
- High levels of numeracy with strong attention to detail
- Strong IT skills, in particular MS Word, Excel, Powerpoint
- Ability to work in a self-servicing environment and working in a small team
- A pro-active approach to all areas of work, with a 'can do' attitude and flexible approach to work demands

To apply, please send a cover letter together with your CV to recruitment@deathpenaltyproject.org.

Applications will be considered on a rolling basis until the position is filled.
Only shortlisted candidates will be contacted and invited to interview.

The Death Penalty Project is committed to equal opportunities