

## Events & Administration Officer

vacancy reference ADM.201901

**Are you a recent graduate looking for enriching experience in a not-for-profit organisation? Do you have skills in events logistics and administration? Do you want to be part of a small but dynamic team who are intent on raising quality and accountability in how organisations support people affected by crisis? Are you attentive to details, eager to learn and fun?**

Then please consider this part-time position of Events & Administration Officer within the Finance and Admin team of the CHS Alliance. Under the supervision of the Head of Finance and Administration, you will support the organisation in its daily administration and, in particular, in the preparation of events.

### What we expect from you

**GENERAL ADMINISTRATION** - You will support the entire organisation in completing admin tasks, including but not limited to:

1. Processing mail;
2. Taking minutes of meetings;
3. Assisting in preparing administration paperwork;
4. Maintaining the CHS Alliance's Companies' House registration.

**EVENTS SUPPORT & LOGISTICS** - You will assist the whole Secretariat in the preparation of events attended by or organized by the Alliance. This will include , but not be limited to, the following:

1. Procuring supplies for the office and for events;
2. Liaising with various stakeholders (IT focal points, events' stakeholders including providers);
3. Preparing mailing out and printouts;
4. Following up with the venues: liaising with the venue prior to, during and after the events;
5. Assisting in the preparation of and attending events working group meetings;
6. Assisting with all logistical aspects linked to registration, catering, refreshments, room equipment (incl. audio visual), stationery, signs and identification (badges, etc.), and trip booking (hotels, flights, visa) where required, etc.

To view the full job description, please click [here](#).

### Your profile

**You are an enthusiastic recent graduate, looking at expanding skills and at contributing to better quality and accountability in humanitarian programming:**

- ◆ You are undergraduate or have an equivalent education.
- ◆ You are inclined to office work and administrative support in order to contribute to the success of a larger team. A first experience in events support is a plus.
- ◆ You are resourceful and a natural problem solver.
- ◆ Proactive, you are able to carry out duties in autonomy.
- ◆ Your colleagues describe you as a good communicator, innovative and dynamic.

- ◆ You enjoy working in small teams.
- ◆ You have excellent oral and written English skills that are articulate and succinct.
- ◆ You are proficient with Microsoft office and Mac environment.
- ◆ You commit to the CHS Alliance values, vision and mission and commit to be personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance's standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact.

## Terms and conditions

**Reports to:** *Head of Finance and Administration*

**Responsible for:** *no one*

**Location:** *London*

**Contract type:** *open-ended contract – part-time (50% with flexibility required to increase occasionally)*

**Start date:** *ASAP*

## How to apply

You shall submit your application by email to: [recruitment@chsalliance.org](mailto:recruitment@chsalliance.org)

Applications shall include a **CV and a motivation letter (no longer than 2 pages)**. Please mention ***your name and the vacancy reference*** in the subject line.

**Deadline for applications: Friday 22 February 2019 (08:00am GMT)**

**Interviews will take place w/c 4 March 2019 face-to-face in London**

## Background

Formed in 2015 by the merger of HAP International and People In Aid, the CHS Alliance aims at improving the effectiveness and impact of assistance to people and communities vulnerable to risk and affected by disaster, conflict or poverty, by working with humanitarian and development actors on quality, accountability and people management initiatives.

The [Core Humanitarian Standard on Quality and Accountability \(CHS\)](#), which sets out Nine Commitments that the humanitarian sector can use to improve the quality and effectiveness of their assistance, is at the heart of the CHS Alliance's mission.