Legal Programmes Assistant (India)

JOB DESCRIPTION

Reports to: Head of Legal Programmes, Minority Rights Group International

Location: London (UK) Brussels (Belgium) or India
Candidates can be based in either of the MRGI offices in London or Brussels, however at present both offices are closed due to Covid restrictions, therefore an initial period of remote working is expected. The post-holder will be expected to travel for approx 1-2 weeks per year, restrictions permitting.

Hours: Part Time, 2 days a week until February 2024
The post will be part time 2 days (14 hours) a week, funding for the position is secured until February 2024, including the possibility for extension depending on future programmes and fundraising possibilities.

Salary: Grade E London full-time salary is £27510 (£23796 outside London). The salary for Brussels or India would be adjusted to reflect local cost of living.

Deadline: Wednesday 7 April 2021

Please send your completed application form with the equal opportunities form to recruitment@minorityrights.org.
Please note we do not accept CVs. A full application form must be completed.

A: Purpose of the job

The purpose of this post is to help Minority Rights Group International (MRGI) achieve its aims and objectives through providing administrative support, including the maintenance and recording of financial records and logistical preparation of events such as training and advocacy missions.

The post holder will contribute both to the smooth and efficient running of its new legal programme ‘Safeguarding tribal rights in the context of extractive industries operating in India’. This programme is supported by the European Union and aims to promote and protect Adivasi rights in the context of extractive industries operating on their ancestral land in eight Indian States, while contributing to more sustainable and accountable business practices in India. In addition, the postholder will provide ad hoc administrative support to our Legal department.

Main responsibilities will include but will not be limited to:

- Supporting programme and finance staff through:
  - maintaining, preparing documentation for payments and transfers;
o checking documentation and receipts for finance reports by project partners;
o supporting project administration with the preparation of travel and accommodation arrangements for participants, colleagues, and partners;
o organising logistics for events and meetings, including those taking place internationally in India;
• researching and collating press and media clippings related to the projects and
• updating and supporting maintenance of project Monitoring and Evaluation documents,
• preparing agenda and minutes for legal department meetings,
• research and budget preparation for new funding proposals.

B: Main duties and responsibilities

1. Finance and Administrative responsibilities

• Support Finance with documentations related to payments (e.g. partner contracts)
• Support Finance with the review of partners’ financial reports and supporting documents (collect, sort, check)
• Support the Project Manager and Project Coordinator by arranging travel and accommodation, for missions and events in India and attendance at international forums, such as Geneva, Brussels, and New York.
• Administrative support for project events, including training, roundtables, campaigns, report launches in India and elsewhere
• Regularly liaising with partner organizations and attending programme related meetings
• Posting of related media stories, maintaining lists or media stories and articles, to record project impacts
• Developing project contact lists for reports and mailing of reports
• Support the Project Manager and Coordinator in the preparation of Project Monitoring and Evaluation tools
• Maintaining Agenda and minutes of Legal Department meetings
• Undertaking research into new project design proposals and preparing budget data for fundraising.

2. General

Undertakes such other tasks as may reasonably be requested by the Head of Legal Programmes from time to time. Attend staff and departmental meetings. Contributes to the evaluation of MRG activities and publications. Covers for absent staff on related work as necessary.

3. Confidential information

Responsible for maintaining confidentiality as the job holder will be entitled to a very high level of access to confidential information pertaining to MRG’s strategies, detailed financial information, and also access to sensitive external information which may impact on MRG’s activities.

4. Degree of supervision

The job holder will be expected to report to the Head of Legal Programmes, who will also act as Project Manager on the ‘Safeguarding tribal rights in the context of extractive industries operating in India’ project’, of the any variation from agreed plans and schedules, and to report regularly on the programme and projects’
5. Working conditions

The job holder will be based in the MRG International Offices in London, UK or Brussels, Belgium. The job will involve some travel, essential to the implementation of the programme’s activities; this will be approximately 1-2 weeks per year, where the management team deems it safe to do so. The job holder is required to maintain the pace of work which may at times be high, and will need to manage several tasks simultaneously.

Although the primary purpose of this post is to support the programmes highlighted in the job description, the post holder may be required to work partly or wholly on other areas of MRG’s work. This is to allow MRG to move staff away from work which is unfunded or underfunded or is no longer a priority for the organisation, to work on areas which have more funding, are growing or which are understaffed. This will normally involve the post holder in carrying out tasks similar or identical to those listed in this job description but applied to different programmes or projects.

PERSON SPECIFICATION

Essential Experience and qualities

1) Fluent spoken and written English
2) At least two years’ experience and familiarity with admin work in an office environment in a Civil Society Organisation
3) Excellent communication and organisational skills, including experience with prioritising tasks
4) Advanced Microsoft Excel experience/spreadsheet maintenance
5) Experience with Microsoft Office programmes
6) At least one years’ experience organising events, internationally or in India more broadly
7) Enthusiasm and aptitude for work in a multicultural environment
8) Ability to prioritize work and meet deadlines.
9) Ability to work in a team but also use own initiative.

Desirable

- Working knowledge of any relevant language spoken in India, in particular Hindi.
- Experience on, or in working in India or with partners from India. Particularly in the context of human rights programmes
- At least one years’ experience, working in a human rights field, in particular on minority rights issues.
- A degree or professional background in law, in particular human rights law

You should have or be able to obtain permission to live and work in the UK, Belgium or India.