



European Funders for Social Change and Human Rights

Job Vacancy

Programme and Events Assistant - Ariadne

'Ariadne – European Human Rights and Social Change Funders Network' is looking for a **Programme and Events Assistant** to help organise events for European donors and provide support to the Ariadne team.

Ariadne is a European-wide, peer-to-peer network of donors and grant-makers investing in social change and human rights. It currently has more than 575 participants representing over 190 institutions in 24 countries. Ariadne offers its members a mix of hard and soft links, with participants able to connect both online and face-to-face. Ariadne has a sophisticated online portal where participants can create and moderate special interest communities and share ideas and information. This is supplemented by a number of annual events for the entire network and a series of locally based events in different countries and linguistic regions. The language of the central network is English, with sub-networks working in French, Dutch, German, and Italian.

Ariadne comprises a small team of four people with staff in London and Brussels. This position will be based in London. Ariadne is housed at Global Dialogue, a registered charity (1122052) promoting human rights and social change through innovative and collaborative philanthropy.

Job Description

Tasks will include:

- Working with the Ariadne director and programme managers to plan the network's events from proposal through delivery, including:
 - identifying venues and arranging catering as needed
 - preparing event material
 - arranging planning calls
 - event promotion
- Assisting with financial administration
- Dealing with email inquiries (first point of contact)
- Collecting grants data from Ariadne members
- Organising board and staff meetings
- Organising team travel
- Maintaining Ariadne's membership database
- Administrative support to the Ariadne team

Person specification

Ariadne comprises a small and dedicated team with shared responsibility for projects, headquartered in London. The person who fills this post must be confident, intellectually curious, and demonstrate the ability to work independently and to accept a high level of responsibility. We are looking for someone with the following skills and experience:

Required:

- A university degree or equivalent
- Excellent communication skills, tact, and sensitivity
- Attention to detail
- Ability to work unsupervised
- Good writing skills and editorial judgment
- Experience of finance administration and budgeting
- At least one year's paid employment in an office environment
- Excellent spoken and written English
- Excellent IT skills, including MS Office applications
- Interest in human rights and social change
- Permission to live and work in the UK

Desired:

- Experience of organising events
- Experience of providing support to on- and offline networks
- Experience of notetaking meetings
- Previous work experience with a non-profit organisation
- Experience of writing for different audiences
- Understanding of the issues facing social change and human rights donors
- Written and spoken proficiency in a second European language

Terms and Conditions

- Working hours: full-time
- Salary: £22,000 – 24,000 per annum
- Start date: as soon as possible
- Holidays: 25 days per annum
- Pension: Global Dialogue contributes 3% to its workplace pension scheme
- Length of initial contract: 1 year, subject to renewal, following a three-month probationary period
- Location: London, with some travel outside of the UK

Application Instructions

The closing date for applications is **noon on 25th June 2018**. Interviews will be held during the week commencing 2nd July.

To apply: please submit a maximum **two page CV** and a **one page cover letter** to jobs@ariadne-network.eu. Please use the following subject line: "Ariadne Assistant: Last name, first name". The filename of your CV should be "LastnameFirstname_CV" and that of your cover letter should be "LastnameFirstname_Cover".

Please note that due to the large number of applications we receive, we will only be able to contact short-listed candidates.