

Operations Assistant (Volunteer)

Article 25 is the world's largest architectural charity. Our focus lies on designing and building structures that improve health, learning and disaster resilience. We are currently looking for an Operations Assistant to support our General Manager across all aspects of the charity's operational activity.

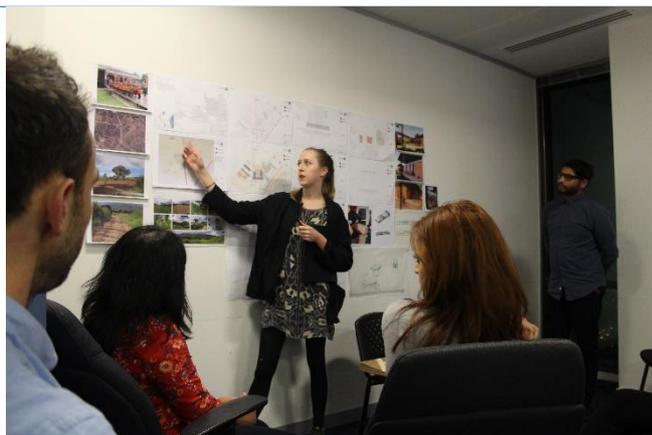
The position calls for a well organised volunteer who will assist with a range of tasks to keep the charity running. The role includes working closely with our General Manager to coordinate the office and manage human resources related matters, such as maintaining the database of volunteers, monitoring project related expenses, creating and modifying documents using Microsoft Office and maintaining hard copy and electronic filing system. The position also contains support with updating and developing current systems and files for the organisation. You will assist in various administrative responsibilities as well as small IT administration tasks like setting up new joiners.

Skills and knowledge

- Strong written and verbal communication skills
- Strong organisational and time management skills
- Good interpersonal skills
- Personable and enthusiastic
- Proactive
- Sensitive and diplomatic

Candidate Requirements:

- Possess or working towards a relevant qualification
- Good attention to detail
- Problem solving capabilities
- Ability to work to deadlines and on own initiative
- High degree of computer literacy of Microsoft Office including Word, Excel, PowerPoint and Outlook
- Interested in learning and developing new skills
- Strong team player and collaborative working style
- Previous experience of an administrative role, preferably working in an NGO environment, would be an advantage



Article 25 has more than 85 projects in 34 countries, making us the largest architectural NGO in the world. Our projects are delivered with in-country partners to ensure that local knowledge and relationships are maximised, and that projects are sustainable.

Current projects include

- Office management
- Human resources
- Administration

This position calls for someone with good drive and a flexible work ethic who is looking to get experience in general business management and the charity sector.

This position is available to ideally full time candidates for a minimum commitment of 6 months.

Information

Deadline: Apply immediately for consideration

Terms: Volunteer position

Start date: ASAP

Duration: 6 months

Location: Our London offices

To apply: Submit a covering letter and CV to recruitment@article-25.org with 'Operations Assistant' in the subject line of the e-mail.