

Job description: Operations Officer

Job title: Operations Officer

Location: London, UK

Duration: Permanent, full time

Start date: As soon as possible

We are a small, dedicated team that is passionate about what it is doing and works hard to ensure our organisation punches above its weight. We are looking for an enthusiastic, positive and hard-working Operations Officer to provide programmatic, logistical and administrative support to strengthen our team as we grow.

Overview:

Lawyers for Justice in Libya (LFJL) is a Libyan and international independent non-governmental organisation, committed to achieving justice and respect for human rights in Libya. Our vision is of a Libya which embodies the values and principles of human rights and the rule of law and is a society committed to justice. We seek justice in Libya through advocacy and outreach, accountability, transitional justice initiatives and capacity building, all underpinned by our own independent research.

We are recruiting an Operations Officer for our London office. As Operations Officer, you will provide logistical and administrative support to LFJL's programme and operational teams. You will ensure that the office space operates smoothly and efficiently. You will be comfortable using IT software packages, and will be highly organised, articulate and confident when dealing with third parties in person, by phone or by email. Committed to LFJL's values and mission, you will play a vital role in our organisation, working across teams to implement policies and systems to strengthen the organisation as a whole, as we grow and enter our next phase.

As the Operations Officer, you will report to the Finance and HR Director, as well as the Executive Director.

Responsibilities: You will work with LFJL's programme teams and management to provide logistical and administrative support. This will include:

- Building strong relationships with team members to understand their objectives and resource requirements.
- Acting as a point of contact for administrative third parties; managing relationships with vendors, service providers and organisational landlord.
- Managing supplier sourcing, contract negotiation and management of relationships with core venues and suppliers.
- Supporting the setting of clear objectives and goals for both the operations team, and the wider LFJL team.
- Ensuring the smooth running of office and maintenance of equipment and supplies, including liaising with IT support contractors and other service providers.

- Ensuring office efficiency is maintained by carrying out the planning and execution of office systems.
- Collaborate with the Communications team to improve internal communications.
- Assist the utilisation of online project management tools.
- Supporting the design, and oversee the implementation, of our internal policies and processes, including those in relation to human resources and General Data Protection regulations.
- Working with the Finance Director to implement and organise online and hard copy data systems.
- Overseeing our volunteering and work experience schemes.
- Assisting the HR Director with the onboarding and offboarding of employees.
- Providing logistical support to and collaborating with the events team.
- Accounting for day-to-day decisions within the office.
- Carry out any other duties to support our activities.

Desired qualifications and skills:

Education

- A degree level of education in a relevant field or a minimum three years' relevant experience.

Experience

- Experience providing logistical support and/or experience in an administrative role.
- Knowledge of Zoom webinar and meeting hosting functions
- Knowledge of key IT packages.
- Knowledge of online filesharing, project management tools such as Office 365, Basecamp, and Clockify.
- Experience in procurement and knowledge of accounting software is a plus.

Skills and knowledge

- Excellent written and oral communication in English is required; written and spoken Arabic is an advantage.
- Excellent communication and interpersonal skills to work in a multi-disciplinary team set-up.
- Focus on providing high levels of customer service to internal and external stakeholders in a positive manner.
- Excellent attention to detail.
- Ability to multi-task effectively, including having excellent planning and organisational skills.
- The ability to work under pressure.
- An interest in human rights.
- Positive, enthusiastic attitude.

Remuneration:

£30,000 p.a.

How to apply:

Please send your CV and a cover letter specifying your interest in this position and LFJL to jobs@libyanjustice.org by **23:59 (BST) on the date specified on our website**. Please also include the names and contact details of two referees who can speak to your experience in a similar role.

You are encouraged to apply early as we will review applications and conduct first round interviews on a rolling basis.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview. Please do not call to follow up on your application.

Eligibility Requirement: If you are applying to work in our London office, you will need to have a right to work in the UK before the commencement of the role and may be asked for the relevant documents when you are invited to interview or when a formal offer is made.