

## Office Assistant

<b>Reports to:</b>	<b>HR</b>
<b>Salary:</b>	<b>£20400 pro rata</b>
<b>Hours:</b>	<b>28 hours/week</b>
<b>Duration:</b>	<b>1 year subject to continuous funding</b>

FORWARD is an African-led, women's rights organisation. Our work focuses on the issues of Female Genital Mutilation (FGM), child marriage, and other forms of Violence Against Women and Girls (VAWG) that impact on the health, dignity and wellbeing of African women and girls. We work for the day when African women enjoy equal rights and opportunities, have control over their own bodies and are free from violence. To achieve this, we work with community members, key professionals, policymakers, and through strategic networks and partnerships.

FORWARD is seeking a reliable, organised Office Assistant to manage the day-to-day smooth administrative aspects of running the office and supporting programme staff.

### Job Purpose

You will be the first line of contact for visitors, clients and vendors in person, online, and via telephone. The successful applicant will have a positive attitude, a desire to work efficiently, and excellent client-facing communication skills. This job may include some overtime as well as occasional weekend work. We are looking for someone who can operate effectively with little or no supervision and who can manage multiple tasks at once without becoming overwhelmed.

Your main responsibilities will be:

1. Manage all Reception duties maintaining a professional image of the organisation in all our responses
2. Ensure all aspects of office administration are supported and covered efficiently
3. Maintain all necessary resources and supplies
4. Provide basic level of ICT support and maintain all Office Equipment
5. Manage FORWARD's Database and assist in its regular update
6. Ensure External/Internal Meetings and Events are supported appropriately

As part of the recruitment and selection process FORWARD may undertake DBS (Disclosure & Barring Service) checks where appropriate for all individuals who will work directly with children and vulnerable adults. We are committed to welcoming people from diverse backgrounds, cultures and experiences. FORWARD considers being female a Genuine Occupational Requirement for this post under the Equality Act 2010.

**Closing date: 2nd June 2019 and Interview dates: 18th June 2019**

**To apply for this post please read the Job Description, complete the Application Form and Equal Opportunities Form and send to [recruitment@forwarduk.org.uk](mailto:recruitment@forwarduk.org.uk)**

Please state this reference in your application: OA2019

**Due to the volume of applications only shortlisted candidates will be contacted. We are sorry we are unable to reply to all submissions.**