

Team Assistant – Africa & Overseas Branches

Job Level	2b	Kornferry Function	
Directorate	International	Function/Service	
Direct Reports	None (possibly interns)	Indirect Reports	None
Line Manager Title	Head of Region – Africa OSBs	Budgetary Responsibility	£0

Our Leadership Framework defines the leadership standards we want to see at the British Red Cross. It shows what great leadership looks like. Our goal is to create a great workplace and deliver excellent services to our users. [Our Leadership Framework - RedRoom](#), along with [Our values and behaviours - RedRoom](#) and Fundamental Principles, helps everyone understand how the leadership capabilities relate to their role and context.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about [Equity, Diversity & Inclusion \(EDI\) at the British Red Cross - RedRoom](#) here.

Role description:	
Purpose	<p>The Africa OSBs Team Assistant will provide a high level of administrative and office support to the Head of Region and regional team to ensure the smooth and effective running of the team. This post will be supporting colleagues in multiple locations and is the first point of contact for many requests coming to the region.</p> <p>This is an entry-level role with a strong emphasis on learning and development. Prior expertise in the humanitarian sector is not required; however, French language competency is necessary. There may be some opportunities for travel in connection with this role.</p>
Key Responsibilities	<p>Ensure smooth running of the Africa and Overseas Branches Regional team</p> <ul style="list-style-type: none"> To undertake core administrative tasks for Head of Region. This includes diary management, processing expenses, scheduling, coordination and arrangement of meetings and/or events, administration related to recruitment, and inductions. To provide direct administrative and office support to the Regional Team, including undertaking routine business with confidentiality and discretion, ensuring that administration is up to date, and supporting the smooth running of the team. To support the review of team and programme budgets while ensuring compliance with BRC procedures and financial management systems, including coding and processing relevant invoices/forms, re-coding expenditure, quarterly reforecasting, and maintaining all relevant records. Support and act as a focal point on internal and external information management, including preparing information packs and newsletters, intranet updates, briefings, and other reporting requirements, including coordinating departmental contributions to corporate reporting. To support the Head of Region in team administration and other members of the team with delegated tasks in line with the team's objectives.

	<ul style="list-style-type: none"> Facilitate travel and the scheduling, coordination and arrangement of meetings and/or events, such as annual International Directorate/Regional Weeks and monthly Regional team meetings. <p>Provide administrative support to our programmes and partnerships</p> <ul style="list-style-type: none"> To ensure the maintenance of an efficient filing system for the team in BRC's online programme information management system (PIMS) and act as a PIMS superuser. Facilitate and assist quarterly corporate reporting, consolidating inputs across the team and following up with relevant team members. To provide administrative and ad-hoc support to the Senior Disaster Management Coordinator in emergencies. <p>Team Member</p> <ul style="list-style-type: none"> Actively participates in all team meetings, occasionally designing and facilitating sessions. Supports and collaborates with other team members. Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action, actively contributing to our culture of safeguarding and protection from sexual exploitation, abuse and harassment. Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics) Provides support to other teams within the International Directorate and undertake other duties as are reasonably required. Ensures inclusive practice and promotes diversity. <p>The responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</p>
<p>Knowledge & Skills *Essential</p>	<ul style="list-style-type: none"> Excellent administration and organisational skills, including attention to detail and maintaining up-to-date and accurate records* Proven ability to prioritise and manage work effectively in a fast-paced environment, to deliver on time and in full against specific objectives* Excellent IT skills, including proficiency with all basic Microsoft Office packages and information management systems* Excellent written and verbal communication skills, especially intercultural communication skills* Fluency/Professional competency in French* Understanding of the international humanitarian system or international development context, especially in the Africa region
<p>Experience *Essential</p>	<ul style="list-style-type: none"> Experience of drafting correspondence and compiling and summarising materials for a variety of audiences* Experience of and competency in financial administration including using spreadsheets and, as applicable, budget preparation and management* Experience of working with a diverse group of people in different global locations
<p>Additional Requirements</p>	<ul style="list-style-type: none"> Upholds the fundamental principles and acts with integrity, in accordance with the Society's values (Inclusive, Compassionate, courageous and dynamic) Ensures inclusive practice and promotes diversity

Pre Engagement Checks Highlight bold as required	
DBS- England & Wales	Adult/ Child/ Adult & Child Workforce/None
PVG- Scotland	Adult/ Child/ Adult & Child/ None
Access NI- Northern Ireland	Vulnerable Adult/ Child/ Vulnerable Adult & Child/None
Driver Check	Yes/No
International Roles Only	
International Police Check	Yes/No
International Driving Licence for manual cars	Yes/No

Role Reference		Review Date	
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.