



**International Federation of Liberal Youth**  
1, Whitehall Place, London, SW1A 2HD, United Kingdom  
Phone: +44 203 2396840 • Fax: +44 207 100 8159 •  
office@iflry.org

## **Job Details**

The International Federation of Liberal Youth (IFLRY) has a part-time Executive Assistant role available at its Secretariat in central London. The starting date is Thursday 4<sup>th</sup> August.

IFLRY is an international youth organization seeking to 'globalize' freedom in the world. We are a full member of Liberal International and are currently sharing our offices together. IFLRY holds consultative status with several United Nations organs and is a vital player in the Council of Europe youth sector. IFLRY is the oldest international liberal youth organization in the world, founded in 1947.

The assistant will be working closely with IFLRY's full-time Executive Director. If you're dynamic, team-oriented, upbeat and responsible, then read on and apply!

## **Your tasks**

- Assist the IFLRY Executive Director and IFLRY in general
- Assist with bookkeeping and preparing for audits
- Assist in organizing and managing events
- Maintain databases, contact members and partners
- Perform administrative tasks assigned by the Executive Director
- Maintain our Social Media accounts and website
- Prepare IFLRY's monthly newsletter 'ISSUE'
- Assist with sizable grant applications and financial reporting
- Possibility of representing IFLRY at partner events

## **Your profile**

UK National, EU member state or Commonwealth citizen with a valid work permit in the United Kingdom

Preferably working towards or completed a Bachelors or Master's degree in a related field (however we are open to all applicants)

Close to or native English language skills, any additional language skills will be considered an asset

Proven experience in accounting and financial management is considered an asset



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Proven experience in project-management and organizing events is considered an asset

Excellent understanding of common IT systems and packages, especially Microsoft Excel, Word, Power Point etc. Additional skills in graphic-design software would be a benefit

Experience in website maintenance, having worked with Wordpress would be a benefit

Available to work during evenings and weekends if needed

### **We offer**

1-year contract, renewal is a possibility

15-21 hours part-time employment (to be decided with applicant) at a rate of £8.30 - £9 per hour

Work in central London at Whitehall, next to Westminster and Embankment Tube Station

An international network both in the youth and adult field

**Closing Date:** 20<sup>th</sup> July 2016 (12 noon)

### **Interview/Start Dates**

Please note that you should be able to start work on 4<sup>th</sup> August 2016. Interviews will take place in the Secretariat or via Skype in the third and fourth week of July.

### **Application Details**

Please send us your CV and a motivation letter (maximum of 350 words), including how many days per week you are available. Applications should be sent to office@iflry.org.

Website: <http://www.iflry.com/>