



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

Closing date: 12 noon 11th November 2016

Job Title: Executive Assistant

Working For: International Federation of Liberal Youth

Location: London

Salary: £8.30 - £9 per hour (15 hours per week)

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 Monday 21st November, or by agreement with the Office.

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

Cooperate with the other Executive Assistant to fulfill the following tasks:

- 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



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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 Bachelor's 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

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

24 hours part-time employment per week until December 31st. From January 1st 2017, the hours per week will decrease (most likely to around 16 hours per week), but this will be discussed in further depth with the successful applicant.

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: 11th November 2016 (12 noon GMT)

Interview/Start Dates

Please note that you should be able to start work on 21st November 2016. Interviews will take place in the Secretariat or via Skype in week 46 (14-20 November).

Application Details

Please send us your CV and a motivation letter (maximum of 350 words). Applications should be sent to office@iflry.org.

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