



**MCJN ADMIN & LOGISTICS OFFICER (part-time, consultancy role)**

**JOB DESCRIPTION**

<b>1.</b>	<b>Main purpose of the job</b>	
	The purpose of the job is to provide administrative assistance and logistical support to the Executive Director and Network Manager, and thereby support the overall smooth running of the Marie Colvin Journalists' Network (MCJN), a small UK-registered charity whose target beneficiaries are women journalists in the Arab region.	
<b>2.</b>	<b>Position in organisation</b>	
	<b>Reports to</b>	Executive Director
	<b>Main relationships</b>	Executive Director & Network Manager MCJN Board of Trustees (all work remotely)
	<b>Job</b>	<ul style="list-style-type: none"> <li>· 10-16 hours per week (flexible)</li> <li>· Six-month consultancy contract initially</li> <li>· Competitive hourly rate</li> <li>· Working from home, ideally based in (or near) London, UK. Elsewhere in UK, EU or MENA will be considered for exceptional candidates.</li> <li>· To start ASAP</li> </ul>
<b>3.</b>	<b>About The Marie Colvin Journalists' Network</b>	
	<p>The Marie Colvin Journalists' Network (MCJN) was registered as a charity in 2022. Previously, we were a project within The Circle NGO, and were founded in memory of the late Sunday Times journalist Marie Colvin in 2016. We support local women journalists in the Arab region through mentoring, counselling, training, networking and other forms of professional development support. Our 300+ members form an online community and peer support network who help each other to continue reporting on some of the world's most important and toughest stories, and therefore contribute to more gender-balanced media in the Arab region.</p> <p>For more information, visit <a href="http://mariecolvinnetwork.org">mariecolvinnetwork.org</a></p>	

<b>4.</b>	<b>About the role</b>
	<p>Would you like to play an essential role in ensuring the successful delivery of The Marie Colvin Journalists' Network (MCJN)'s support services to women journalists working in countries throughout the Middle East and North Africa? Are you comfortable with numbers and spreadsheets? Do you take pleasure in meticulously checking, organising and maintaining data in an accurate and logical way? Do you have some knowledge of Arabic (ideally written)? Then this job may be for you!</p> <p>We are seeking a professional, proactive and self-motivated administrative and logistics officer to support the Executive Director and Network Manager with a wide variety of administrative tasks.</p> <p>This new and varied part-time role will play an important role in maintaining, managing and improving MCJN's administrative systems, and thereby ensuring the smooth delivery of MCJN's services while strengthening our organisational capacity. Given we are a small and new charity, there is great potential for the selected candidate to mold the role to fit his/her individual skills and talents.</p> <p>While the role is advertised as a short-term, part-time consultancy role, it is hoped that the role may develop into a longer-term position, funding permitting.</p> <p><i>To prevent conflict of interest, this role is not considered compatible with being a current member of the Network.</i></p>
<b>5.</b>	<b>Duties and responsibilities</b>
<b>A.</b>	<b>General administrative support:</b>
	<ul style="list-style-type: none"> <li>- Provide day-to-day administrative support to the Executive Director to ensure the smooth running of MCJN's operations. This will include developing, improving and maintaining cloud-based systems for the collection, processing and storage of invoices, receipts, contracts, and all other related documentation in compliance with internal and external policies and procedures as required by the MCJN board, donors and external regulators.</li> </ul>
<b>B.</b>	<b>Membership data support:</b>
	<ul style="list-style-type: none"> <li>- Provide administrative support to the Network Manager and Executive Director to ensure clear, accurate and safe collection, processing, storage and maintenance of members' data and information (provided in Arabic and/or English through membership applications, emergency assistance requests, post-activity evaluations, and other related documentation).</li> </ul>
<b>C.</b>	<b>Administrative and logistical support for MCJN events:</b>
	<ul style="list-style-type: none"> <li>- In coordination with Executive Director, Network Manager and other relevant MCJN personnel, manage the logistics and administration related to MCJN events and activities (internal and external), including but not limited to fundraising event(s) in London (upcoming event in Sept 2024), MCJN participation at external conferences globally, and other travel or logistical support as needed.</li> </ul>

	<b>Personal specifications</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Experience of providing administrative support in a not-for-profit environment	x	

	Experience of using various cloud-based systems (e.g. Google Workspace, Microsoft SharePoint)	x	
	Experience of working remotely with international dispersed colleagues	x	
<b>Skills and knowledge</b>	Ability to work independently and remotely in a reliable and efficient manner	x	
	Excellent written communication skills in English	x	
	Excellent reading and writing communication skills in Arabic (Modern Standard Arabic / <i>fus-ha</i> )		x
	Excellent organisational skills with an eye for detail	x	
	Excellent IT skills, including use of cloud-based email, documents, spreadsheets, calendars etc, especially using Google Workspace and Microsoft 365 (i.e. Google Drives and SharePoint)	x	
	Principles of data protection / GDPR requirements		x
	Knowledge of essential digital security practises	x	
	Book-keeping skills using cloud-based software (ideally Xero)		x
	Good knowledge of digital communications platforms for remote coordination including WhatsApp, Signal, Zoom, Teams etc.	x	
<b>Education/ training</b>	Educated to degree level or equivalent experience	x	
<b>Other requirements</b>	Use of home office space (incl. PC/laptop with webcam and reliable internet)	x	
	Willingness to learn and gain new skills	x	
	Commitment to working within the principles of equal opportunities	x	

	Empathy with the aims, goals and values of MCJN and a commitment to support delivery to meet these	x	
	Maintain confidentiality and discreet handling of sensitive information	x	
	Interest in journalism and media development in the Arab world		x

**How to apply:**

Send an up-to-date CV and covering letter explaining how you are the perfect candidate for this role by Sunday 16<sup>th</sup> June 2024 11:59 BST to [jobs@mcjn.org](mailto:jobs@mcjn.org) with “Application: MCJN Admin & Logistics Officer” in the subject line.

Applications will be reviewed on a rolling basis with the intention of selecting a candidate by early July.

**Only shortlisted candidates will be contacted. Selected candidate must have the right to work in their country of residence.**

Any questions, please contact [info@mcjn.org](mailto:info@mcjn.org).

**Good luck!**