



British Institute of
International and
Comparative Law

Administrative Assistant (full-time)

The British Institute of International and Comparative Law is seeking to appoint an Administrative Assistant to provide a range of general administrative support across the Institute and its Bingham Centre for the Rule of Law.

About the Institute

The British Institute of International and Comparative Law (BIICL) is the foremost independent research and discussion body in the United Kingdom in its field, and one of the leading such bodies in the world. BIICL was created over 50 years ago as an independent research body and charity committed to the understanding, development and practical application of international and comparative law, and the rule of law. Through its high quality legal research, its diverse range of events, training, seminars and conferences and its world-renowned publications, it is at the forefront of research and discussions on contemporary issues of international and comparative law.

The Bingham Centre for the Rule of Law (Bingham Centre) is a specialist centre within BIICL, dedicated to rule of law issues.

The role

The person appointed will report jointly to BIICL's General Manager and the Bingham Centre Manager. S/he will carry out the following duties in consultation with them:

- To assist the General Manager in various administrative tasks including maintaining and updating BIICL's database (ThankQ);
- To support the Bingham Centre Manager in delivering the Centre's events and training programmes, and other project-related matters, where required;
- To provide secretarial support to the BIICL Director and the Bingham Centre Director including diary management, travel arrangements, and general correspondence;
- To provide administrative support to the three BIICL Forum Directors;
- To provide a range of general administrative support including:
 - Reception duties (including dealing with telephone calls and visitors);
 - Ordering of stationery and other stores;
 - Managing deliveries, post and faxes, including book orders;
 - Monitoring and helping with the printers and photocopiers;
 - Providing support for meetings, including provision of refreshments, where necessary; and
 - Ensuring that the reception area, kitchen, storeroom and other public areas are kept tidy and usable.
- To assist with other general duties, when requested, including: mail outs of marketing and development materials; support for events; some basic research and document gathering.



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Person Specification

It is expected that the successful applicant will demonstrate and provide evidence of the following:

- Education to degree standard (or equivalent) with at least 1-2 years of relevant work experience;
- Excellent interpersonal, oral and written communication skills, suitable for dealing with professionals and those with expertise;
- Excellent administrative and organisational skills;
- Excellent IT skills, including Microsoft Office and Excel;
- An ability to work under direction, and where necessary on his/her own initiative, to prioritise work effectively and to work under pressure to meet deadlines, when required;
- An ability and willingness to work collaboratively and collegially with colleagues;
- Some experience in maintaining and updating content on customer relationship management databases and websites is desirable (relevant training will be given).

A salary in the range of £21,500-24,000 per annum pro-rata is expected, depending on qualifications and experience. It is hoped that the person appointed will commence as soon as possible. Some consideration for less than full-time may be considered on a case-by-case basis.

Informal enquiries may be addressed to officemanager@biicl.org.

Applicants should send the following by email to jobs@biicl.org:

- A full curriculum vitae;
- A covering letter setting out their reasons for applying and how they meet the criteria for this post;
- A completed copy of BIICL's application cover form (available at: <http://www.biicl.org/vacancies>).

The deadline for applications is **2 May 2016**. Interviews are expected to take place in the week beginning 9 May 2016.

We regret that we are unable to acknowledge receipt of applications personally, as we are a charitable organization with limited funds. If you do not hear from us regarding interviews within four weeks of the closing date, your application has been unsuccessful.

Applicants are encouraged to find out more about the BIICL, its members of staff and activities at: <http://www.biicl.org>.