

Job Description

Summary	
Job Title	Research Assistant
Department	Norway Office
Location	Stavanger,
Job Type	Part time
Reporting To	Norway Director
Direct Reports	None
Job Purpose	Help grow and develop Hope for Justice's newest office as we seek to end human trafficking in Norway. This role will provide high quality research and support the office's operations.
Duties & Responsibilities	
<p>Administration</p> <ul style="list-style-type: none"> • To act as the initial point of contact for the Norway director in his absence, assessing priorities and re-directing calls, enquiries and requests as necessary • Manage the norge.info@ email account - including drafting responses for review and dealing with urgent matters personally. • In his absence, taking phone calls on behalf of Norway director <p>Research and translation</p> <ul style="list-style-type: none"> • Conduct and coordinate relevant research documents for Norway director to ensure the office is fully informed and up to date on relevant issues • Translate documents from English to Norwegian • Translate documents from Norwegian to English <p>Meetings/Events</p> <ul style="list-style-type: none"> • Assist in the preparation of meetings, sending out agendas and relevant documents • Coordinate the production of a monthly update and report from staff members • Organise and arrange events and speaking engagements for the Norway director, liaising with event organisers and ensuring booking process is professional and efficient • Assist with complex booking travel and accommodation arrangements for Norway director and accompanying staff members, working in partnership with event organisers • Assist with the creation of accurate itineraries to ensure Norway director is fully informed of all arrangements and details • Provide detailed papers/biographies/briefings in advance of appointments • Organise and oversee follow up of meetings/events and ensure that a 'follow up strategy' is implemented • Assist Norway director to ensure all actions are delegated and completed within given deadlines <p>Staff Direction</p> <ul style="list-style-type: none"> • Provide staff with instructions/feedback from Norway director on relevant projects and 	

decisions and ensure that all delegated tasks are completed to a satisfactory standard and within given deadlines

Supporters and volunteers

- Coordinate different volunteers and their contribution to the Norwegian office.
- Assist the Norway director or other personnel in building a strong network of supporters
- Follow up the leaders of and the development of Abolition groups

Programmes

- Assist in any urgent matters
- Follow up on referrals and record information accurately. Provide other programme staff with sufficient updates on ongoing cases

Person Specification

Experience & Qualifications

- Studiekompetanse / høyere utdanning
- Experience in administration and office organisation
- Skilled in using Microsoft Office, and general computer use

Skills & Competencies

- Able to provide high quality administrative support
- Flexibility
- Excellent communication skills
- Ability to delegate and manage projects
- Professionalism
- Attention to detail
- Discreet in dealing with confidential and sensitive information
- Strong affinity for the work of Hope for Justice
- Excellent time management and able to prioritise own work
- Organised and methodical approach
- Working in a team, and supporting and developing others
- Working with change
- Decisiveness

Review

Date Completed	20.06.16
Version Number	1.1
Approved By	COO