

Role: Project Assistant

Job summary:	Project Assistant, Publish What You Fund
Hours required:	35 hours per week
Contract:	Fixed term – until December 2018.
Salary:	£23-26,000 pa
Reports to:	Advocacy Director / Deputy Director

1 Core Responsibilities

	Responsibility	%
1	Project assistance	75
2	Wider team / office administrative support	25

AREA OF RESPONSIBILITY 1: Project assistance

- Under overall supervision of the Advocacy Director / Deputy Director, provide support:
 - primarily to the Senior Advocacy Advisor with the U.S. Foreign Assistance Project by undertaking a variety of tasks, including desk research, data collection, stakeholder mapping, basic administration and communications support.
 - to the U.S. Representative, based in Washington DC, with the delivery of the organisation's work to key audiences in the U.S., including for the US Foreign Assistance Project, the U.S. Brief to accompany the Aid Transparency Index and tasks associated with the U.S. Index launch, including uploading information to the U.S. Friends of Publish What You Fund website and supporting with the preparations for quarterly Board meetings.
 - with preparations for and printing of the Aid Transparency Index report and other associated materials, launch preparations and providing general communications support.

AREA OF RESPONSIBILITY 2: Wider team / office administrative support

- Monitor media/social media mentions of Publish What You Fund and related issues / organisations and share as relevant with the wider team.
- Maintain the team's contacts database (Batchbook).
- Additional ongoing and ad hoc administrative support for the team, including ordering stationery and other supplies, booking meeting rooms and coordinating IT support.

2 Essential Requirements

1.	A knowledge of and demonstrated interest in international development, ideally with a focus on transparency, aid effectiveness, freedom of information, open data, anti-corruption or climate finance. Qualified in a relevant subject to at least degree level.
2.	A knowledge of and / or demonstrated interest in US political affairs
3.	The ability to write well and present complex information and ideas in a compelling way to a wide range of audiences.
4.	Literate in social media and IT, including updating and uploading information onto websites.
5.	The ability to take initiative and manage, prioritise and deliver multiple diverse tasks to tight deadlines.