

## Inclusion International is looking for a Project and Membership Assistant

Inclusion International hires people in an accessible way.

We follow the [Listen Include Respect guidelines](#).

This means that:

- Information about our jobs is written in plain language.
- You don't need to fill out any difficult forms or send us a resume to apply
- You don't need to have a specific type of education to do our jobs
- If we would like to interview you for a job, we will give you the questions you will be asked ahead of time so you can prepare
- If you need more support to apply, you can ask for help

## **Inclusion International is looking for a Project and Membership Assistant**

### **What kind of job is this?**

The role is called the **Project and Membership Assistant**.

This is a paid job.

The job is 40 hours per week. This is called a “full time job.”

This pay for this job will be £30,000 - £35,000 per year.

This job has a date where it will end. It will last for 12 months. Then we will try to extend it.

This job needs to be done by someone living in the United Kingdom.

This job can be done from home. You do not need to come into an office.

If you live in London or Leeds, we have work spaces where you can work in-person with other people on our team if you want.

### **What is the Project and Membership Assistant job all about?**

Inclusion International has many **projects** in different countries.

Projects are where we work with our member organisations and support them to do the work they care about in their countries.

The Project and Membership Assistant will work on our different projects and help make sure they run smoothly.

They will also help with some of the work that we do that connects us to our members. Some examples are bringing together our Council or Board, helping to review new member organisations, and helping to keep our working groups and discussion groups for members running.

### **What will the Project and Membership Assistant do?**

Some parts of this job will be work on the [key topics](#) we work on, and some part of this job will be admin work and keeping things organised.

1. You will work with the Director of Programmes & Network Development to support the Project Managers on our staff team with delivering the work of our projects. You will work across many different projects in different regions.
2. You will support with planning project activities, coordinating with our member organisations for project work, support with administrative tasks related to our projects, and reporting on project activities.
3. You will work with the members who are leaders in our organisation by organising board meetings, bringing together our Council, supporting some of our Committees, and helping with other governance work.

4. You will work alongside people with intellectual disabilities and people without intellectual disabilities on our projects and governance.

**Some of the tasks for this job are:**

- Working with documents like workplans and tracking what is happening in our projects
- Working with the staff team to develop resources and tools for our project work, like trainings, case studies, and other information
- Supporting the staff team to collect and use data in our projects
- Support with administrative tasks for project work
- Organise project activities and travel
- Connect and working with our member organisations to deliver and report on their project activities
- Support with the start-up of new projects, like creating contracts and helping with due diligence assessments
- Attend meetings about the development of new projects with the Director of Programmes & Network Development
- Organise meetings for our governance bodies, like our Board, Council, and Committees

## What will a regular workday be like?

Some examples of the type of work you **might** do in a day are:

- Check and respond to emails
- Have a Zoom meeting with one of our project partners to hear them report on their project activities for the quarter
- Write a survey for our project partners to complete that collects background information about what's happening in their country
- Work on organising the logistics for an upcoming project meeting in one of our project countries
- Support your colleague with an intellectual disability to create a training about inclusive meetings for our Listen Include Respect project
- Follow up with our Council members about something we need them to vote on
- Read the policies of one of our project partners to think about what capacity building support they need

## Who are we looking for?

We are looking for someone who believes in inclusion and who is committed to working in an accessible and inclusive way.

We are looking for someone who is hardworking, organised, and wants to learn new things.

We would like to see candidates who:

1. Have some experience being part of a project team.
2. Have done tasks in administration before, like planning meetings or other things that help a team or organisation do their work.
3. Are organised and good at keeping records.
4. Want to work in a team and is comfortable working with a team that mostly works together online (remotely).
5. Like working with people from different countries and cultures.
6. Are comfortable travelling a few times each year to other countries to meet with our project partners.

This is an entry level role. Being willing to learn is the most important criteria!

### **How to Apply**

To apply for this job, please answer these questions:

1. Why do you want to work for Inclusion International?
2. What skills do you have that will help you do this job?
3. Have you done work like this role before?
4. Why do you think you would be the best fit as our new Project Assistant?

You can write the answers to these questions, or you can make a video of you answering the questions.

If you want to send us a CV or resume you can send one when you email us, but you do not have to.

If you are interested in this job, please send us your answers or your video by Sunday 3rd March 2024.

Send your video or the answers you have written to [hiring@inclusion-international.org](mailto: hiring@inclusion-international.org) to apply.

After the closing date we will watch everyone's videos or read the answers to their questions and make a decision about who we want to speak to.

We will tell you if we want to speak to you about the job and invite you for an interview.