

JOB DESCRIPTION

ADMINISTRATION ASSISTANT OF THE ICCA CONSORTIUM

I. Responsibilities

- The Administration Assistant will provide support to our worldwide network of organisations working with Indigenous people and local communities. You must be comfortable working as part of an international team located in different countries around the world.



In the First Africa Regional Assembly, 2018

- The team includes the Global Secretariat and Regional Coordinators, who all strive to ensure quality in the Consortium's internal and external communications and administrative systems, promoting innovative and creative ideas, enhanced participation and effectiveness, fairness, and mutual respect and support. For all this, positive exchanges will be promoted regularly amongst the Members and Consortium Secretariat and Council;

A. Membership

- The Administration Assistant provides technical support to the Membership committee.
- She/he supervises and improves the maintenance and updating of the contacts database and mailing lists of the Consortium.
- She/he collects and supports the applications for Membership and welcomes the new Members and Honorary members.
- She/he supports Secretariat members to understand the membership and its functioning.
- In collaboration with the Regional Coordinators, she/he is in charge of supporting the collection of Membership fees.

- She/he will undertake a full revision of all the Members and Honorary members in 2019/2020. This work will be supervised by the Membership Committee and the Programme and Communication Officer.

B. Communication

- The Administration Assistant manages and regularly updates the Consortium website (www.iccaconsortium.org). She/he supervises its coherence in English, French and Spanish, its evolution (such as inputting/updating the emblematic cases) and its overall translation.
- Reporting to the Programme and Communication Officer, she/he maintains all the communication avenues (ICCA Consortium website, Newsflashes, facebook, twitter, you tube mailchimp, etc.) with regular content (announcements, reports, new publications, downloadable case studies, photo-stories, videos, event descriptions, alerts, etc.). She/he regularly solicits the membership, members of the Secretariat and Partners for the latest information to be shared, including articles on recent events. She/he must closely follow the communication avenues of the Members and be able to determine when information is relevant to the ICCA Consortium. She/he must act quickly on communication matters to maintain momentum.
- She/he acts promptly to support Consortium Members in the event of an ICCA Alert. This could involve collecting information, collaborating with Members and partners, writing press releases or other communication documents, diffusing information and keeping all involved parties up to date on the Alert.
- She/he manages the ongoing review and implementation of the Communication Strategy of the Consortium to convey both factual information (analysis, statistics, etc.) and more human/telling/impressive ways of describing the ICCA phenomenon; this includes maintaining and developing a coherent 'brand' identity for the Consortium, building upon the positive reputation that it has developed so far. This also includes organising press releases, providing ideas and support in the development and exhibition of videos on ICCAs, organising and designing information material - posters, boards, banderols, films, pictures, printed matters - for exhibition/distribution, and any other methods which are valuable for the use of the Consortium in general.

C. Logistical support to the ICCA Consortium for participation in or organisation of international events

- The Administration Assistant helps in the logistical organisation and running of Consortium national and international events – including correspondence with participants, technical and logistical support and financial exchanges.

II. Work base, working hours and supervision

The ICCA Consortium has no physical head office and all work is done remotely. The Administration Assistant can be based anywhere in the world where there is a suitable office space with reliable and continuous internet connection.

She/he will receive full training on her/his functions from the Programme and Communication Officer of the Consortium. This training will take place in person, via e mail and/or Skype, and both will continue to work very closely and regularly together.

She/he will organise her/his work independently and will be able to organise and prioritise an active, time-sensitive workload.

She/he will report directly to the Programme and Communication Officer and the Global Coordinator and work under the overall supervision of the President, Treasurer and other members of the Council.

III. Remuneration

All the staff of the ICCA Consortium work as full or semi-volunteers with very low levels of remuneration. The position of Administration Assistant is offered as a semi-volunteer position with a very low level of remuneration at the start. However, in the future, it is hoped that we will be able to offer a higher level of remuneration, but this is dependent on successful fundraising.