



**Job Title:** Finance and Administrative Assistant  
**Reporting Lines:** Head of Finance and Compliance  
**Location:** London  
**Contract:** 12 months fixed term, subject to successful 6 months probation

### **WHO WE ARE:**

Purposeful is an Africa-rooted global hub for girls' activism. For millennia, girls have played a critical role in struggles for freedom and liberation. From Africa's anti-colonial movements to the Arab spring to climate justice organising and everything in between, their resistance has always sparked and sustained transformational change. And yet, too often girls are separated and side-lined from resources and shut out from decision-making spaces, their power deliberately obscured and hidden from view.

Centring the political power of young feminists across the world, we work so that girls and their allies have access to the resources, networks and platforms they need to power their activism and remake the world.

**Our Ways of Being in the World** - We believe that another world is not only possible, it is already being built right here and now, in the ways that girls are organising with each other, imagining with each other and pushing us all a little further towards liberation. To build the world that we imagine, a core set of values guide all that we do at Purposeful: **Taking bold action; Many ways of knowing; Centring lived expertise; Deep embodiment; Cultivating radical imagination; Joy as resistance; Power in diversity; Rooted in sisterhood.**

**Our Power-Building Strategies** - Our holistic, movement-centred approach works to support girls to live into, amplify and compound their political power. It understands girls' power-building as holistic and political and in centring the political power of girl activists, we enter all of our work through a power-building lens: **Redistributing power assets; Building collective power; Organising power holders; Transforming power structures.**

**Our vision** - Girls are living in safety, dignity and freedom, and the world is transformed.

**Our Mission** - Girl activists and their allies have access to the resources, networks and platforms they need to power their activism and remake the world for themselves.

## **CONTEXT OF THIS ROLE:**

The Finance and Administrative Assistant is a new role, which will play a vital role in supporting up to four members of the Purposeful Leadership Team, three of whom are based in the UK and one in Nairobi. She/he will report to the Head of Finance and Compliance, with matrix management by other Leadership Team Directors. The individual will provide high level support, coordination, manage day to day scheduling, support international grass roots grant payments and administer logistics. The role requires a dynamic, preferably female individual with feminist values and a wealth of experience in working with people from diverse backgrounds and managing multiple complex tasks. They will be highly organised and able to balance scheduling requirements of up to 4 staff, whilst liaising with programme staff on grassroots grant payments.

## **KEY RESPONSIBILITIES:**

- Prepare meeting papers and agendas for meetings.
- Set up and facilitate Zoom webinars, meetings and Google Hangout meetings
- Coordinate and manage the calendars and schedules of 4 of the Purposeful Leadership Team
- Input international grant payments into the banking platform for authorisation
- Follow up with the bank, programme staff and / or beneficiaries on any queries relating to payments that are delayed, returned or require further investigation
- Liaise with our bookkeeper on grant payment coding within our accounting system (Xero).
- Plan team meetings, retreats including but not limited to, offsite room bookings, travel, accommodation, scheduling, presentations, catering and team building activities.
- Organise other meetings led by the Purposeful Leadership Team.
- Manage and schedule strategic meetings, and when agreed communicate outcomes to relevant staff.
- Proactively manage the diary and make informed judgments based on understanding complex demands and conflicting priorities of the leadership team.
- Work closely with the other members of the team and key external contacts to coordinate schedules and meetings.
- Organise induction meetings with the Purposeful Leadership Team.

## **Other**

Take on additional tasks as assigned or required.

## **REQUIRED SKILLS, EXPERIENCE & QUALITIES:**

- Bachelor's degree in relevant field.
- At least two-three years experience in related work/field
- Excellent writing and oral communications skills in English.

- Computer literacy (Zoom, Google Hangouts, MS Office: Word, Excel, PowerPoint, e-mail, Internet)
- Ability to think strategically, set goals and objectives, and execute strategy
- Ability to manage multiple tasks and work under pressure, efficient task prioritisation and time management
- Proven discretion and maintaining confidentiality
- Dedicated to upholding the values and approaches that define Purposeful's work.
- Committed to Purposeful's mission and values.

### **APPLICATION PROCESS:**

Please send your CV and a cover letter to [applications@wearepurposeful.org](mailto:applications@wearepurposeful.org) by 5pm on Friday 26th November, 2021. For more information on Purposeful please visit the website [www.wearepurposeful.org](http://www.wearepurposeful.org)