

The Palestine Solidarity Campaign (PSC) works to achieve peace, equality, freedom and justice for Palestinians and all people and against racism, occupation, and colonisation. We are the biggest organisation in the UK dedicated to securing Palestinian human rights and bring together people from all walks of life to work towards our goals. We aim to create mainstream pressure to change the policies of the UK government and to indirectly place pressure on the Israeli government to end its oppression of the Palestinian people. We support the Palestinian call for boycott, divestment and sanctions (BDS) until Israel complies with international law.

Admin Support Officer

£27,349 to £34,701

Full Time – 35 Hours per week

Location: London office based with some homeworking

We are seeking an enthusiastic Admin Support Officer with excellent organisational and communication skills to act as the first point of contact for PSC members, supporters and the general public. You will be responsible for providing information relating to the campaign and PSC's activities, co-ordinating and supporting volunteers and contributing to the improvement of internal processes.

Duties and responsibilities include:

- Dealing with incoming enquiries, meeting and greeting visitors to the office and accepting deliveries (some heavy lifting is required)
- Processing payments and accurately recording transactions onto databases, following PSC's data protection and security policy
- Updating stock on our online shop, familiarity with Shopify would be desirable
- Updating information on our website, familiarity with WordPress would be desirable
- Providing administrative and office support, including maintenance of IT equipment
- Supporting PSC events and demos, including venue hire and event logistics, monitoring event booking and preparing registration lists

To be successful you will have:

- Experience of providing administrative support
- Speedy and accurate data entry and word processing skills
- Experience of using IT and ability to learn new programmes and processes quickly
- Demonstrable commitment to PSC's aims and objectives

Please note, the successful candidate must be prepared to support events taking place around London and on occasion work varying hours including weekends and evenings.

Please visit our website for a full job description and person specification.

<https://www.palestinecampaign.org/about/opportunities/>

Closing date: Friday 8th December 2023 at 6pm

Interview date: tbc

PSC is an equal opportunities employer; we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.