

Vacancies at Tibet Society

Tibet Society is recruiting (1) Advocacy Officer, (2) Fundraising & Development Manager and (3) Finance Administrator. Please apply now!

The Tibet Society, founded in 1959, within weeks of the flight of the Dalai Lama from Tibet following the Tibetan people's uprising against Communist China's occupation of their peaceful country, is the world's first Tibet support organisation. It's founding members, including Hugh Richardson, who was the British Government's Representative and then Indian Representative to Tibet, all had personal experience of working in an independent Tibet and therefore, founded it with the aim to support the freedom and well-being of the Tibetan people. At the core of the Society's commitment is to promote understanding of Tibet's history and culture and garner support for the just Tibetan cause by especially lobbying the British public, parliament and government.

1. Advocacy Officer

It is seeking a part-time 3 days a week (24 hours), £125/day inclusive, Advocacy Officer, to work from its office in London to develop and implement advocacy and campaign strategies in close cooperation with all stakeholders aimed at generating more awareness and support for Tibet's freedom struggle and appreciation for the non-violent and peaceful Tibetan culture that has the potential to benefit humanity at large.

Applicants must be highly motivated with skills to build excellent internal and external relationships. Previous experience of holding responsible positions within Tibetan or Tibet-related organisations is desirable, but not essential. He/she should also display leadership qualities while being explicitly service oriented towards the Tibet Society and have good communication skills with diplomatic approach to all internal and external contacts.

Skills & Experience to include:

Experience in leading the development of, and coordinating the implementation of, campaigning strategies at national/international level, preferably campaigns on Tibet and other related issues; and sound understanding of essential principles and ethics of campaigning.

Good understanding of the main issues affecting Tibet and the Tibetan people.

Sound understanding of the implications of developing campaigning strategies to promote the Tibet issue.

Experience of developing, writing campaigning materials and coordinating campaigning networks and organising campaigning events including experience of advising and supporting activists, young people or community groups, in the development of their activism, as well as experience of motivating members and entities to engage with a campaign.

Experience of representing an organisation externally with media, other organisations, including at major national/international events, and interacting with a range of audiences.

Fluent in written and spoken English with effective verbal and written communication skills.

Good political and general judgement to assess the most effective means of communicating information for the purpose of achieving campaign goals.

Ability to manage a heavy and varied workload effectively, including managing competing demands, high levels of accuracy, and ensuring excellent coordination of activities related to key stakeholders.

Responsibilities to include:

Playing a crucial role in the Society's influencing campaigns, building public, governmental and parliamentary support for the Tibetan people's right to self-determination, and raising the importance of Tibet among key decision makers.

Developing campaign plans and activities to enhance the Society's aims and objectives. This role will also play an integral part in engaging and motivating staff, volunteers, Society members, supporters and other stakeholders to support Tibet Society's campaigns.

Liaising with other organisations supporting Tibet, the Central Tibetan Administration and national/international organisations working for and concerned with human rights and freedoms to deliver integrated local, national/international activity that would bring a positive change to the lives of the Tibetans suffering under Communist China's totalitarian rule in Tibet.

Arranging meetings of the All Party Parliamentary Group for Tibet [APPGT], preparing briefing notes, and taking minutes of the meetings.

Updating the Society's members, website and social media, such as Facebook and twitter with related news, parliamentary references, events and campaigns.

Drafting Society's press releases, reports, etc.

Handling inquiries coming from the membership, non-governmental organisations and the public, as appropriate.

Ensuring the campaigning objectives are delivered and briefing the Society's Council at regular intervals.

How to apply:

If you feel that you fit the above Advocacy Officer's job criteria, then please apply today or before the closing date (Friday 26th May 2017 midnight) by submitting your CV along with a covering letter to the Tibet Society by post or email.

Tibet Society

2 Baltic Place

London

N1 5AQ

Email: vacancies@tibetsociety.co.uk

Website: www.tibetsociety.com

Advert on CharityJob: <https://www.charityjob.co.uk/jobs/advocacy-officer/505252>

Successful applicants will be contacted to attend an interview before the final selection is made.

2. Fundraising & Development Manager

It is seeking a part-time 3 days a week (24 hours) with competitive pay, Fundraising & Development Manager, to work from its office in London to do fundraising as well as to develop the future strategic direction of the Society in order to achieve and deliver the Society's aims and objectives of self-determination of the people of Tibet.

Applicants must be highly motivated with skills to deliver sustainable change through organisational growth and successful fundraising. Previous experience of a successful track record of national/international income generation, with in-depth experience of major gifts, trusts and foundation or institutional fundraising is desirable. He/she must be willing to work as a part of a team and work closely with the Society's Council ensuring that the Society's profile and finances are growing.

Skills & Experience to include:

- Excellent knowledge and understanding of organisational development and fundraising.
- Ability to creatively design and implement developmental and fundraising proposals that fit the Tibet Society's current and long-term needs.
- A team-player with experience of working with a range of stakeholders through effective, articulate and persuasive communications.
- Ability to spell out the organisation's propositions in clear, simple and accurate terms.
- Fluent in written and spoken English with effective verbal and written communication skills.
- Commitment to the purpose and values of the Society and its programmes, with the desire to capitalise on and be part of the team that impacts its future growth.

Responsibilities to include:

- Developing and executing the Tibet Society's fundraising plans.
- Cultivating and maintaining relationships with new and existing donors and supporters.
- Researching and building major fundraising programmes and writing grant proposals to attract funds from charitable foundations, corporate entities and individual donors and providing evaluation reports as required.

Identifying opportunities and challenges and developing strategies to ensure the Society's fundraising goals are met.

Overseeing identification of potential donors, developing the case for giving and developing and maintaining relationships culminating in successful giving.

Responsible for the supervision of the fundraising database and overseeing the tracking of proposals and reports for all fundraising initiatives.

Remain current on all legislation and ethical practices pertaining to fundraising and ensuring the Society's fundraising meets the ethical requirements of its key stakeholders.

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3. Finance Administrator

It is seeking a part-time 6 days a month (48 hours), £100/day inclusive, Finance Administrator, to work from its office in London to ensure smooth and efficient running of the Tibet Society's Finance whilst producing the quarterly reports and year end accounts. He/she will be the main point of contact with regard to Society's finance and in a month will work a day each with the Advocacy Officer and the Fundraising & Development Manager to support them with administrative work relating to membership renewal, accounting for fundraising and appeal incomes, etc. He/she will provide cross cover in the office in times of absence or where particular peaks in workload occur.

Applicants must be highly motivated with skills to provide financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. Previous experience of working within a Finance in the Not for Profit sector is desirable. He/she must be willing to work as a part of a team and work closely with the Society's Treasurer ensuring that the Society's finances are accurate and up to date with all payments taken and made within established time limits.

Skills & Experience to include:

- Proven numerical and accounting skills with a preference for candidates who have undertaken some professional accountancy training.
- Strong IT skills including the use of MS Word and Excel and finance system.
- Experience of working efficiently under pressure to tight deadlines.
- Ability to input data accurately and review thoroughly.
- Fluent in written and spoken English with effective verbal and written communication skills.
- Ability to manage time and prioritise workload.

Responsibilities to include:

- Process all incoming mail and where applicable input on database to include all monies received being correctly assigned and coded.
- Reconcile monthly bank statements, manage standing orders, send relevant paperwork to bank and enter all financial transactions on to Sage accounts.
- Produce quarterly reports/print outs from Sage accounts for team, board/council via the Treasurer.
- Resolve any invoice or other financial queries.
- Following approval by the Advocacy Officer, Fundraising & Development Manager and the board where necessary, process all invoices to ensure correct allocation in Sage and timely payment.
- Monitor and order office supplies and ensure database records are up-to date, e.g. supporters address changes/returned mail etc.
- Responsible for enabling sound financial management of the organisation and providing ad hoc reports and information to the Tibet Society Council as and when required.

How to apply:

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