**The BEARR Trust**

**Supporting vulnerable people in Eastern Europe, Central Asia and the Caucasus**

**We are recruiting an Information and Administration Officer**

The BEARR Trust ([www.bearr.org](http://www.bearr.org)) is recruiting a part-time Information and Administration Officer, starting on 1 March 2022. Work is carried out at BEARR’s office in central London and remotely.

This position requires:

* a well-organised self-starter who can work independently and with close attention to detail;
* experience of administration, budgeting, online and in-person event organisation, website and social media management, and good IT skills;
* a good working knowledge of Russian to at least UK A-level; and
* the flexibility to work extra hours when required, for example before an event.

It would also be helpful:

* to have worked or lived in one or more of the countries with which BEARR deals;
* to have experience of working in or with NGOs / CSOs; and
* to have experience of researching and writing fundraising applications.

The BEARR Trust is a small charity that helps children and other vulnerable and disadvantaged groups in Eastern Europe, Central Asia, and the Caucasus. We work with small local NGOs / CSOs involved in health and social welfare, supporting them to build knowledge, know-how, skills and contacts.

BEARR’s main activities are running networking events such as conferences and lectures, providing information through the website, newsletters, webinars and social media, and running a Small Grants Scheme. Trustees and volunteers do much of the work remotely, with the Information and Administration Officer providing administrative back-up and coordination.

The work varies according to BEARR’s schedule of events and activities. It requires on average 70 hours per month (about two and a half days a week). BEARR pays a fee of £17.50 per hour, and pro rata holiday pay according to the Working Time Regulations: there are no other benefits.

Please read the accompanying job description. If you would like to discuss the post in more detail, please contact BEARR’s Chairman, Nicola Ramsden (nicola.ramsden101@gmail.com).

Please send a cover letter of no more than 1 page, along with your CV, to [info@bearr.org](mailto:info@bearr.org) by 17 February 2022.