



CALL FOR EXPRESSIONS OF INTEREST

Virtual Office Co-ordinator

The HIV Justice Network wishes to engage an exceptionally organised virtual office co-ordinator to support the organisation by a) managing our virtual office and b) providing administrative support for a new online learning and training portal. This is initially a nine-month consultancy contract commencing March 1st 2022, with the strong possibility of annual renewal and/or transitioning to staff. You will be expected to work an average of 18 hours per week (0.5 FTE), as required, with flexible working days/hours. You can be based anywhere in the world but will need to be available during at least some of our core working hours (10am CET - 6pm CET).

Role	Part-time Virtual Office Co-ordinator
Reporting to	Project Manager (until August 2022), then Executive Director
Contract	Nine-month consultancy, working part-time (average 18 hours per week), initially on a contract to 31 December 2022.
Remuneration range	USD 45 – USD 55 per hour, to include any VAT.
Location	Anywhere via remote working, although HJN is based in Amsterdam, the Netherlands

BACKGROUND & CONTEXT

The HIV Justice Network (HJN) is a global information and advocacy hub for individuals and organisations working to end the inappropriate use of the criminal law to regulate and punish people living with HIV. HJN's vision is a world where people living with HIV, in all our diversity, can enjoy our human rights and live in dignity without fear of unjust criminalisation, regulation or control. For more information about our work visit

www.hivjustice.net. Our Strategic Plan and most recent Annual Report can also be found here: <https://www.hivjustice.net/publications>.

We are a not-for-profit organisation, registered as Stichting HIV Justice in the Netherlands. Seven people currently work in our core team: two are based in the Netherlands with others located in Canada, France, Germany, South Africa, and the United Kingdom.

To ensure effective digital organising and advocacy to continue regardless of the travel and in-person meeting limitations we will face in the future, HJN's new e-learning and training platform will provide an engaging and accessible tool to build the global movement to end the unjust and ineffective criminalisation of HIV non-disclosure, exposure and/or transmission. The platform will engage community members and the HIV sector throughout the world through multi-lingual and accessible on-line written and video resources, and synchronous and asynchronous classes. The platform – and its content – will initially be created in English, but will be translated into French, Russian and Spanish.

SCOPE OF WORK

You will work closely with, and support, the e-learning/training Project Manager, HJN's Executive Director, other members of HJN's core team, and specialist consultants.

The Virtual Office Co-ordinator will help identify, set up and manage the various digital applications that make up our virtual office, such as Google Workspace, Slack and Zoom, and be responsible for the day-to-day administration of e-learning and training platform activities when the platform is launched later in the year.

Specifically, the role includes:

- Set-up and administration of Google Workspace for the HJN team, including email, shared calendars and shared working documents.
- Creation and administration of GDPR-compliant internal file sharing systems, using Sync (or Box or Google Drive).
- Organisation of existing internal and external communications platforms (e.g., Slack, Groups.io) into our workflow; and
- Support and training of team members on how best to utilise these and various other applications (e.g. Otter.ai, Zoom) in our workflow.
- Administration of activities once the e-learning/training platform goes live in September 2022, including bookings, maintenance, and support (first-line support, following agreed escalation processes); and
- Other responsibilities relating to the e-learning/training project or other projects as assigned, including providing support to team members (e.g. setting up meetings, and circulating notes from meetings).

REQUIREMENTS

Essential

- Previous experience in administrative or organisational type roles.
- Excellent writing and communication skills in English.
- Working knowledge of French, Russian and/or Spanish or ability to effectively work in these languages using translation tools.
- Experience of working self-sufficiently, able to manage your own workload and time, exceptionally organised.
- Experience of working confidently with new technologies, systems, or applications.

Desirable

- Experience working in the HIV and/or NGO sector.
- Experience in remote working with a small global team using online technologies.
- Experience in administration of online/digital projects, working with multi-disciplinary teams remotely.
- Experience of setting up new systems and processes.
- Knowledge of working with Learning Management Systems and online/blended learning content creation, and authoring tools.
- Experience of working with LearnDash for Wordpress, Google Workspace, Slack, Sync/Box.

SELECTION CRITERIA

Applicants will be shortlisted and selected in accordance with the following criteria and based on a combined scoring method.

Criteria	Max points
Technical competence (based on CV, experience, and expression of interest)	75
a. Essential requirements	25
b. Desirable requirements	25
c. Understanding of the scope of work, comprehensiveness of the application	25
Financial (based on proposed hourly rate)	25

Total score	100
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TIMELINES

- The deadline for submission of proposals is Thursday 17 February 2022.
- Interviews will take place the following week.
- The contract will commence on or around 1 March 2022.

HOW TO APPLY

To apply for this role, please send your CV, an expression of interest demonstrating how you meet the above requirements, and your proposed hourly rate in US Dollars, indicating whether or not you need to charge VAT for your services.

Please submit your application to HJN's Executive Director, Edwin Bernard, at: edwin@hivjustice.net

The deadline for submission is 6pm CET **17th February 2022**.

People living with HIV are strongly encouraged to apply.

HJN is committed to maintaining a non-discriminatory work environment that values diversity and inclusion and does not discriminate against any employee or candidate for employment on the basis of race, colour, religion, sex, national origin, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression.