

**IDPC Team Assistant**  
**Full time position**  
**Starting Salary £20,497 - £24,843**  
**London**

The International Drug Policy Consortium (IDPC) is a global network of NGOs that aims to promote objective and open debate on the effectiveness, direction and content of drug policies at the national, regional and international levels. We have over 170 member organisations worldwide, and the IDPC Secretariat is based in London and Bangkok.

We are looking to appoint a Team Assistant to contribute to the smooth running of our secretariat operations based in London, and to provide essential administrative and accounting support to a small but dynamic team.

The successful candidate will have proven administrative and accounting experience, and must be highly motivated, flexible, and capable of working both independently and as part of a team. Previous experience and/or interest in health, human rights or drug policy is not essential, but the successful candidate will possess a willingness to combine administrative work with tasks that require more autonomy. Excellent English communication skills are essential, as is experience with financial administration. Competency in other languages is desirable (especially Spanish and/or French), as is previous experience working with the Xero accounting software.

The successful candidate will join our highly motivated team, and must be a team player with excellent interpersonal skills. This position is based full time in London, and applicants must have the right to live and work in the United Kingdom.

Please [click to access the job description](#).

If you wish to apply for this post, please send a CV (maximum two pages) and a cover letter (maximum one page) to [jfernandez@idpc.net](mailto:jfernandez@idpc.net) by 17:00 (UK time) on Friday, 25<sup>th</sup> August 2017. Shortlisted candidates will need to be available for interviews on the 13th, 14th or 15th September in London. We regret that we cannot respond directly to unsuccessful applicants.