



38 DEGREES
people. power. change.

Job Title **Operations and Projects Coordinator**
Contract **Full time (40 hours pw), 12mn contract, initially**
Location **London**
Salary **£30,000 - £35,000**

For an informal and confidential discussion about the role, please contact our recruitment partner:
Carroll Lloyd, Director, NFP Consulting

T: 07765 001 033

E: carroll.lloyd@nfpconsulting.co.uk

Application is by way of a CV and a Supporting Statement.

How to apply

Apply online at www.nfpconsulting.co.uk/

Closing date: Tuesday 24th August 2021, 10.00 a.m.

Selection and timescales:

There is a two stage selection process.

First Interviews: Wednesday 1st and Thursday 2nd September 2021

Second interviews: Monday 6th and Tuesday 7th September 2021

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time but likely to be via Zoom.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.

About us

38 Degrees is one of the UK's biggest campaigning communities, involving over 2 million supporters who campaign to make the UK a better place. We're united by a set of shared values; to defend fairness, protect rights, promote peace, preserve the planet and deepen democracy.

In the space of a week, millions of members could be campaigning on anything from protecting our NHS and stopping cuts to Universal Credit, to saving local libraries and pushing for laws that welcome more refugees.

38 Degrees is fiercely independent. We don't take donations from political parties, or big donors. We're run on hundreds of thousands of small donations from the public. This independence means we never have to hold ourselves back from taking on those with power and can truly listen to our members.

The entire team is currently working remotely. *The role will initially be based from home. However, as covid-19 restrictions are eased in the UK, the team will transition to a formal office location, and your role will be permanently from the office. This location is still to be determined, but it will be Central London based.

Why you'll want to work here

The 38 Degrees culture is honest, kind, supportive, courageous, and respectful. We move fast, and frequently change plans to respond to events. We work hard but we also have fun. We regularly enjoy team away days and social hours. Benefits include:

27 days holiday per year (plus Bank Holidays), Employer pension contribution, 24 hour employee support line, Enhanced family leave policies, Cycle to work scheme, Free annual flu vaccination, Rental deposit loan, Contribution to eye tests/glasses, Learning and development budget

Special COVID provisions (temporarily in place):

- 9-day fortnight (every other Friday off)
- COVID flex leave
- £26 monthly contribution towards internet and energy costs

Current status (Amana Dawuda, People and Operations Director)

38 Degrees is currently undertaking a transformational project together with a new strategy and cultural work that underpins and supports us to create the inclusive culture we seek to establish to minimise oppression, and to build equitable foundations that support our strategy and mission. This is indeed an exciting and challenging time to join us. We not only wish to remain relevant by continuing our work to make the UK a better place but we wish to continue with our commitment to engage and mobilise people to achieve progressive change.

The role

We're looking for an exceptional Operations and Projects Coordinator who is able to hit the ground running in supporting our Operations function and wider team. You'll bring top-class organisational skills and an ability to keep multiple plates spinning at any one time. We work in a fast paced

environment where priorities can shift quickly - you'll need to be adaptable and ready for the challenge!

Your role will vary; one moment you could be helping to coordinate a team away day and the next you're supporting the recruitment process. You'll need to bring a hands-on approach to your work, and have exceptional attention to detail. By supporting the Operations team, you'll ensure that the organisation stays at the top of its game - delivering high impact campaigns and making 38 Degrees a great place to work.

You will report to the Operations Manager and work as part of the Operations team. We'll be a team of four working closely together, sometimes stepping outside of our own remit, helping one another to ensure we keep the show on the road! From our comprehensive onboarding program - which involves external training - to unlocking your personal learning and development budget, you'll benefit from our commitment to helping you grow your career.

This job won't suit someone who wants a quiet, predictable day in the office. We're a supporter-focused organisation and committed to building a better UK for everyone. You'll be a critical member of the team in making that happen.

Responsibilities:

Office

- Management and maintenance of office systems, including technical/onsite support for hybrid meetings (internal and/or external participants joining by phone or video conference)
- Supporting the operations team in creating an amazing workplace: assisting with search for our new London premises, and working on move logistics
- Overseeing the general operations and facilities of the London office, including ordering and replenishing supplies when necessary
- Creating a warm and welcoming office experience for internal and external visitors.
- Managing the purchase, inventory and maintenance of office and home/office workers' equipment.
- Organising, coordinating and planning daily operational activities for the wider team.
- Planning and organising meetings, logistics for team away days, staff training and employee engagement activities.
- Ensuring compliance with all relevant legislation (Health & Safety, Covid etc.) is adhered to, plus any industry-specific best practice guidelines.
- Support to the Operations Manager for cheques and payments.

People

- HR support, including data input and preparing reports (People HR information system).
- Supporting the operations team with implementation of new policies, recruitment and onboarding/exiting of staff

Project management

- Creating project management plans, tracking progress, and resolving issues.

- Working with the Operations team to review and restructure information on our company intranet and manage any related internal comms
- Liaising internally on fixed projects and note taking for meetings as required
- Overseeing the audit, development and maintenance of our Google Drive folders and subfolders

Essential - Competencies, Skills and Experience

- Experience in office management or high level administration.
- Experience dealing with highly confidential information with discretion.
- Excellent communication and relationship building skills.
- Excellent organisational and time management skills.
- Proven experience of multi-tasking administrative projects through to completion.
- Ability to prioritise.
- Confident and collaborative, proactive with initiative.
- Process driven with outstanding attention to detail.
- Resilient with the ability to work autonomously.
- Positive, can do attitude and a true team player.

Desirable

- Knowledge of Google Suite and Slack is preferable.

What's next?

38 Degrees is committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at 38 Degrees interviews or tasks
- Paying for your travel costs to the office and back – and for overnight accommodation if you're travelling from a long distance. Right now though, given the restrictions COVID-19 presents, we are expecting all interviews to be held online using zoom.
- Making any reasonable adjustments – for example ensuring we have a BSL interpreters organised in advance if you'd like one
- If there is anything else you're concerned about or think we could provide, please let us know.

There are no formal education requirements for this role. If you don't have 100% of the skills listed but you have transferable skills or experience which you can apply to the role we want to hear from you.

The successful candidate must have the right to work in the UK at the time of appointment.

Please see our Job Applicant Privacy Notice here: <https://home.38degrees.org.uk/job-applicant-privacy-notice/>

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You can apply for this role by applying online with our recruitment partner NFP Consulting:
<https://nfpconsulting.co.uk/executive/job/21058>

Application is via CV and Supporting Statement (in Word format). Your statement should be no longer than two sides of A4 and should detail how you meet the requirements of this role.