

## Operations and Events Manager

### JOB DESCRIPTION

#### **About the role:**

We are looking for a highly efficient, well-organised administrator to join the team and support the smooth running of the operations of the organisation. The role will require effective management of multiple functions; including office management, IT support, HR admin and event logistics. The role will also involve managing, implementing and reviewing key company processes and procedures, as well as supporting our work reporting to grant funders.

#### **About you:**

You'll be a highly efficient administrator with experience of managing a range of operations functions and supporting senior-level staff. Positive Money is a small team that works closely together, so you will also be someone who enjoys and is very capable at juggling multiple projects and chipping in where help is needed. You will be a self-starter who is comfortable working proactively with limited supervision. You'll be excited about working in an organisation that develops a new type of culture based on innovation, trust, and open-mindedness. You will be committed to Positive Money's mission (described below). You could come from any background or walk of life, and share our commitment to an inclusive and diverse team, and money and banking system.

#### **About Positive Money:**

Our money and banking system increases inequality, fuels climate breakdown, and is undemocratic. We think that should change. Positive Money is a fast-growing organisation that combines the activities of a think-tank, a pressure group, and international movement. Born out of the financial crash of 2008, Positive Money is the leading civil society organisation challenging our central bank, banking system, and wider economy to work in the interests of people and planet. Our mission is to reform money and banking to build a fair, democratic and sustainable economy.

### Roles and responsibilities

- General office and facilities management, including managing a potential office move in 2021.
- HR administration, including employee and consultant contracts, inducting new staff, managing our annual leave system (timetastic), and administering all recruitment campaigns.
- Oversee and ensure the effective maintenance of all IT equipment including printers and computers, telephones and other equipment.
- Maintain and manage all company IT software accounts as general admin, and act as general IT support to the rest of the team, working closely with an external web developer as needed.
- Manage the office and electronic filing systems (Gsuite/dropbox).

- Manage day to day relationships with all company suppliers, and manage sourcing and purchasing of key company needs such as insurance.
- Support the Senior Finance Manager on financial administration, including purchasing and a weekly payment run.
- Support the effective governance of the organisation, scheduling board meetings and preparing papers, attending board meetings as minute-taker, and providing administrative support to the Board of Directors where needed.
- Monitor our grants reporting schedule, and support Director and Senior Finance Manager to deliver reports to our grant funders.
- Manage donor database including cancelling donations, tracking new and increased donations, updating details in Action Network, dealing with direct debit / Paypal changes upon donor requests, and emailing donors where necessary. Training would be provided.
- Work with senior staff to ensure key policies and procedures are kept up to date and adhered to.
- Managing and organising online and offline events, including webinars, conferences, roundtables, festival stalls and supporter meetings.
- End-to-end event logistics; identifying and securing venues; sending out invitations, securing and managing event suppliers, directing other team members on key event tasks.
- Organising all staff travel and accommodation.
- General administrative support to the Director as needed.

## Essential skills and experience

- At least two years experience as an Operations Officer/Coordinator/Manager, Team Administrator, Personal Assistant, Executive Assistant, or similar
- Strong administration and organisational skills, with a close attention to detail.
- Strong IT skills, and some familiarity with IT systems such contact databases, Cloud based filing systems, HR software or similar. A willingness to learn and become proficient with new IT systems
- Proficiency in using office software: Microsoft Office suite / google docs or equivalent, Email / Slack, and in managing electronic filing systems
- Experience of working on HR administration
- Experience of organising events, ideally both online and in person.
- Ability to work to tight and conflicting deadlines, prioritising effectively, adapting to circumstances, and juggling a range of projects
- Excellent interpersonal and communications skills, needed to work closely with a small team, and a range of external contractors, funders and stakeholders
- A good project manager, able to plan ahead effectively and manage their time.
- Experience setting up, developing and maintaining effective operations systems
- Excellent verbal and written communication skills in English
- Ready to get stuck in and undertake a wide range of tasks, using your own initiative.

## Desirable skills and experience

- Some financial management experience

## Values and behaviours:

- Be committed to our vision for a fair, democratic, and sustainable economy
- Enjoy working with a high level of autonomy, trust and experimentation
- Enjoy thinking outside the box and seeking out new opportunities
- Be committed to working in an innovative and collaborative way
- Self-motivated and a team player: enjoy working collaboratively within a team
- Ability to work in time-pressured situations, multi-task and meet deadlines
- Be self-reflective with a high degree of empathy and self-awareness

## Terms and conditions

Contract: The role is for an initial fixed term of 1 year with a 6-month probationary period. After a year if the contract is extended, a permanent contract will be offered.

Salary: Band 3, £31,000 gross per annum + 8% pension contribution

Reporting to: Senior Finance Manager

Hours: Full time, (40 hours per week). Requests for flexible working will be considered. The post holder will be expected to work the occasional evening or weekend for time off in lieu

Holiday: 25 days per year (plus bank holidays)

Location: London. Through the Covid-19 pandemic we are following government advice and working from home. Up to two members of staff can work in the office when required subject to government guidelines. Once office working resumes, the role will be based at Positive Money's office at 307 Davina House, Goswell Road, London, EC1V 7ET

How to Apply: Please download and fill out the [APPLICATION FORM](#) in full.

Please email your completed application form to: [recruitment@positivemoney.org.uk](mailto:recruitment@positivemoney.org.uk)

If you are interested in the role and would like to find out more, please contact [recruitment@positivemoney.org.uk](mailto:recruitment@positivemoney.org.uk)

**Closing Date for applications: 12noon, Tuesday 18th May**

**Interviews will take place on: Monday 24th and Tuesday 25th May**  
(interviews will take place online)

*Positive Money is committed to providing equal opportunities for everyone regardless of their*

*background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.*

Please note that Positive Money can only accept applications from individuals with the right to work in the UK.